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NATIONAL SERVICE

HANDBOOK

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ISSUED BY
THE COMMITTEE ON PUBLIC INFORMATION
THE SECRETARY OF STATE
THE SECRETARY OF WAR
THE SECRETARY OF THE NAVY
GEORGE CREEL

NATIONAL SERVICE HANDBOOK

It is not an army we must shape and train for war; it is a nation.—WOODROW WILSON

ISSUED BY
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INTRODUCTION.

The one great task before the Nation to-day is to win the war. If our arms are to be successful, every citizen must give his all, whether this be time, or money, or life, or all three. To aid in this victory by answering an ever-increasing demand manifested by citizens throughout the Nation for reliable information on all branches of service, military and non-military, this Handbook is published. At this time it is of vital importance that all men and women throughout the land work together without wasteful haste, without misdirected effort, but with every ability and resource fully commanded in cooperation for the speedy ending of the war. To work effectively, yet passionately, we must work intelligently, and each must do his own task. It is to point out the most useful avenues of service, and at the same time inform each member of the community of the varied tasks undertaken by the Army and Navy and in the air, behind the plow and at the machine, by banks and by railroads, by doctors, nurses, and workers in the laboratories, by social workers everywhere, that this Handbook is sent throughout the Nation.

To work without lost motion, we must all work together. This means organization and centralization. It is of great importance that every community should display at once completely democratic and also genuinely effective control of the agencies of production and welfare. A central committee, in which representatives of all important community activities are included, should lead in the work of the war and delegate to subcommittees, responsible to the central committee, the direction of specific enterprises. Let us take as our watchwords, "Intelligent efficiency" and "Get together."

* * * * * * *

Many have helped in the preparation of this book. All the work has been supervised by Dr. Guy Stanton Ford, Director of the Division of Civic and Educational Coopera-

tion of the Committee on Public Information. In collecting and verifying the information given in the Handbook the various departments of the Government and numerous unofficial organizations have rendered most cordial assistance. The idea of the book was suggested by the Directory of Service published in April in the Columbia University War Papers, and in a few instances passages have been taken from that publication. The work of organizing and editing the material presented in the Handbook has been done by Mr. John J. Coss with the cooperation of Mr. James Gutmann. Acknowledgment for help in the preparation of the various sections is made to Messrs. Irwin Edman, Horace L. Friess, and John Herman Randall, Jr. In collecting the information of interest to the great geographical divisions of the Nation, representatives at Harvard University, Columbia University, and the Universities of North Carolina, Texas, Chicago, and California have also assisted the editors.

George Creel, *Chairman.*

DOMESTIC WELFARE.

FIRST LINES OF DOMESTIC WELFARE.

1. *An army of 100,000,000.* Perhaps the most important military lesson we can learn from the allies' three years of warfare is that the battles of this war will be won, in a large part, behind the lines. However well trained may be the army in khaki, its effectiveness will be intimately dependent upon the effectiveness of the civilian army at home. The ununiformed divisions of education, industry, agriculture, and social service, although their duties are less spectacular, are no less pivotally important than the divisions on the fields of France. Even a million men in the field will mean little with a sluggish 99,000,000 at home. With an organized country behind the army, we are literally mobilizing a force of a hundred million for victory.

2. *Increased effort.* The primary work of this national civilian army is to furnish those supplies necessary to win the war, and at the same time try to keep up the work of the country with as little interruption as is now possible. Fighting forces are to be adequately and steadily supported and supplied. This means, in the first place, that industry must be kept at the maximum of production, consistent with the preservation of the health and vitality of the workers of the country. The most universal and immediate tax upon every civilian, therefore, is the tax of increased effort, intenser application, and concentration on the specific job he is at. There must be a careful husbanding of every source of national energy, physical, social, and scientific. For these resources are the first lines of domestic war work, the first lines behind the lines.

3. *The achievements of peace.* For the last generation, in our legislation, in our education, and in our social and philanthropic work, we have been trying increasingly to make the Nation make the most of itself. We have been bettering the conditions of labor and of living; by law and by private effort we have succeeded in maintaining an increas-

ingly high standard of health and efficiency. We have been experimenting in education, adapting our school machinery and methods to the newer industrial conditions and the modes of living and earning a living that they were forcing upon our children. Our bureaus of public health, our labor laws, and our charitable organizations have combined to reduce the ravages of disease, fatigue, and unhealthful surroundings both in the home and working life of the poor.

4. *Must be preserved in war.* The first impulse after war was declared was to cast all one's effort and enthusiasm into work that had an immediate and obvious military bearing; to regard reconstructive activities as luxuries that must wait for their continuance until the war was over. But these protective and conserving agencies are peculiarly necessary in war time when increased pressure in every department of life and industry tends to throw off the safeguards it has taken a generation to achieve. One of the most important branches of military science is devoted to keeping the soldier at the maximum of vitality. It is no less imperative to keep the civilian corps at the same pitch of effectiveness. The conserving and constructive agencies of peace, whether in the form of labor legislation, education, or social work, instead of being abandoned, should be redoubled in their efforts and, so far as conditions will permit, broadened in their scope.

INDUSTRY AND SOCIAL WELFARE.

5. *Women workers.* Since the Nation, once there is a call to the colors, is increasingly dependent on the labor of women, it is immeasurably important that the standards and safeguards we have built up in the last 30 years for their protection be maintained just as rigidly as is possible under the abnormal conditions of war.

6. *Result of industrial exhaustion.* If this were certain to be a short war, a temporary speeding up of labor might be permissible, but English experience since the beginning of the war has clearly demonstrated that although the labor conventions may be disregarded for an extended period, the laws of physiology can not be repealed. An extension in the number of hours beyond a certain point, instead

of increasing the output, is almost certain to reduce it after the first spurt. The "stale" worker will produce less in quantity and quality than the one who remains fit; there will be an increase in the sick list, more broken time, and a disorganization of the factory. A few weeks' overtime may mean more output, but after that it will mean a steady lessening of the capacity of each individual worker. This has been definitely established by the careful researches of such investigators as Miss Josephine Goldmark, whose reports on the conditions of women who worked overtime won a 10-hour day in Oregon. It has been proved by hundreds of big manufacturers who shortened their working day to increase their output.

7. *America's stand.* The Council of National Defense has applied the lesson of the costly British experience. It has published a request to the State legislatures asking them not to depart from the present standards of labor without specific declaration from the Council that such departure is essential for the effective pursuit of national defense. It is not going to gear labor for a short, breathless spurt when there may be a long, steady pull ahead. It has requested likewise that power to make exemption be placed in the hands of the governor, who is to use such power only at the particular request of the Council.

It is of first-rate importance that the legislatures heed this request of the National Defense Council. A watchful eye should be kept on the State legislatures to see that under the stress of a national emergency the working capacity of labor is not sacrificed for a temporary increase in output. It is not a question of sentimental coddling of factory workers, but a matter of permanent efficiency. Sickness, accidents, and loss of production are sure to follow an undue lengthening of hours and an abolition of one day's rest in seven.

President Wilson, in his telegram to Gov. Brumbaugh, of Pennsylvania, gave emphatic support to labor protection:

> I think it would be most unfortunate for any of the States to relax the laws by which safeguards have been thrown about labor. I feel that there is no necessity for such action, and that it would lead to a slackening of the energy of the Nation rather than to an increase of it, besides being very unfair to the laboring people themselves.

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No better expression of the need of maintaining the standards gained in the past could be given than in the address of Secretary Baker, delivered in New York City on July 4:

We must look to the end of this great business. We at home must fight for democracy here as well as our armies for it abroad. In the midst of our military enterprises we must be equally loyal to our own political theories here. All this vast reorganization of industry must be made without the loss of the great physical and social gains which we have achieved in the last hundred years. mostly years of peace and fruitful effort and toil.

We must not allow the hours and conditions of people who work in factories and workshops to be upset and interfered with. We must preserve the sweetness of our rights. We must agree in deeds of grace here, as our soldiers do deeds of grace on the other side, for I can see the day when this harbor of yours will be filled with the mass of ships returning from abroad and bringing back our soldiers. They will come, it may be, with their ranks somewhat thinned by sacrifice, but with themselves glorified by accomplishment. And when those heroes step off the boats and come ashore and tell us that they have won the fight for democracy in Europe we must be able to tell them in return that we have kept the faith of democracy at home and won battles here for that cause while they were fighting there.

8. *Legislative control.* Any infraction of present labor laws, or any attempt to evade them under cover of war stress, should be reported immediately to the State industrial commission. (See State Registers, page 203ff.) Any project of lowering standards may profitably be reported to the Consumers' League, 105 East Twenty-second Street, New York City, Mrs. Florence Kelley, general secretary. This organization is making a national campaign to maintain labor standards throughout the country.

EDUCATION.

9. *Keep the schools and colleges open.* In a letter to Secretary Lane of July 21 President Wilson emphatically approves the continuation of the Nation's work of education. He said:

It would seriously impair America's prospects of success in this war if the supply of highly trained men were unnecessarily diminished. There will be need for a larger number of persons expert in the various fields of applied science than even before. Such persons will be needed both during the war and after its close. I therefore have no hesitation in urging colleges and technical schools to

endeavor to maintain their courses as far as possible on the usual basis. There will be many young men from these institutions who will serve in the armed forces of the country. Those who fall below the age of selective conscription and who do not enlist may feel that by pursuing their courses with earnestness and diligence they also are preparing themselves for valuable service to the Nation. I would particularly urge upon the young people who are leaving our high schools that as many of them as can do so avail themselves this year of the opportunities offered by the colleges and technical schools, to the end that the country may not lack an adequate supply of trained men and women.

10. *A war necessity.* None of the great universities contemplate suspending their work, nor would it be wise for them to do so. For the duration of the war and some time thereafter there will be an unprecedented need for men expertly trained in every technical field. One of the severest handicaps the country could experience would be a shortage of doctors, or of chemical, electrical, or mining engineers, once our active participation in the war is well under way.

11. *Medical students.* In regard to physicians and surgeons, this fact has already been recognized. Medical students have been urged by the hospitals to remain at their studies and under no conditions to enlist in the medical or other branches of the service until their courses were completed. Then, when they will be urgently needed, they can take their places in the Medical Corps as fully trained doctors. (See paragraphs 136 to 148, inclusive.)

12. *Engineers.* No less important is the work of the engineering schools, which should not be allowed to become disorganized. Modern warfare is so largely a matter of experts, experts in transportation, industry, and organization, that a depletion of technical engineering forces would be comparable in its effects to the loss of an army corps. The building of aircraft, of ships, the planning of camps, trenches, mines, and roads, the organization of rail transportation for troop and supply movements, all demand an army of technically trained men. And after the war is over the allied countries are counting upon American aid. Our own industrial development, moreover, will be irremediably handicapped if our technical forces are not constantly fed. A breakdown in the engineering education of the country at

this time would be a loss of one of the most essential instruments of industrial welfare and efficiency.

13. *Elementary and high schools.* For the same reasons as those just outlined, the elementary and high schools of the country must be kept going even more effectively than in times of peace. It is the part of wisdom to prepare ourselves for a long struggle, and if the higher technical ranks of the country are to be maintained at their full strength, the schools which are the feeders of the technical colleges must be kept at the top notch of efficiency.

14. *Courses for women.* Again, with the withdrawal of thousands of men from clerical, minor administrative and routine positions, women must be trained to take their places. In the next three years the graduates of our high schools will have unusually arduous as well as unprecedented tasks on their hands. If there is the slightest let up in educational standards, we shall find ourselves in a few years with a civilian army of incompetents.

15. *Curricular changes.* Instead, therefore, of reducing the curriculum, every effort should be made to bring the educational machinery to a greater degree of effectiveness and, so far as possible, to adapt it to the new necessities of war-time industry. There should be increased time given to physical science and industrial organization. Especially will the education of girls have to be modified to fit them for the variety of new occupations in which their services will be in acute demand. There will have to be an expansion in business courses, in methods of industrial organization, factory and financial management. With a million men withdrawn from the industrial ranks of the country, the entrance of women into industry will be unprecedentedly increased. We can not afford to stint on training them for their new duties.

In the colleges there will likewise be a modification in the way of increased attention to technical studies. All branches of engineering and scientific industrial management will assume a larger proportion, and the food situation will necessitate increased attention to intensive cultivation and the most modern and productive methods of scientific farming.

Many colleges will be anxious to introduce military instruction. In some instances this will be possible and profitable through the use of the present equipment and corps of instructors. With the plans for the National Army demanding all the attention of those trained in giving military instruction, the Government is not at present in a position to give any aid to institutions in the way of military instruction.

16. *Old courses continued.* Finally, the normal academic activities of the colleges must not be seriously curtailed. For the problems of social reconstruction that the war will leave in its aftermath we shall more than ever need trained minds, equipped to handle trying and complex industrial and social situations. Expert training in these fields, as well as a habit of clear thinking and unclouded judgment, is peculiarly necessary for the tasks of reconstruction and social development to which we shall have to turn our attention, once the war is over. College men did not fail to respond when the war came upon us. Their training and their capacity will be no less needful to us after peace returns.

17. *Always open.* Use of educational institutions continuously should be carefully considered. Vocational courses and special emergency courses may well be given in the normal vacation time or regular work may be continued throughout the year.

18. *Appropriations and gifts.* In the light of the almost immediate results such training will have in increasing the productivity of the Nation, it would be decidedly against the public interest for legislatures to cut down the appropriations for State universities or for individuals or foundations to curtail their contributions to the work of private educational institutions. There will, of course, have to be a temporary cutting down in the more remote branches of research. Even here it should be remembered, however, that provision for remote laboratory researches has frequently resulted in unexpected practical industrial inventions and discoveries. A short-sighted and niggardly war economy in education may handicap our industrial progress indefinitely.

SOCIAL WORK AND PHILANTHROPY.

19. Next to education and labor legislation, the most important means of securing national vitality and efficiency is social and philanthropic work. For the period of arduous reconstruction sure to follow this war, it is important to preserve the children who will have to bear its burdens.

20. *Child-welfare work*, then, is a primary form of insurance of the country's future. It is the saving of the soldiers of the reconstruction. Every existing agency for child conservation will have to put forth extraordinary efforts to meet the increased pressure of war time. The children's aid and protective societies, the private and public agencies to guard against the exploitation of children in industry, never had a more urgent reason for activity. Under the slogan of patriotism there have been and will be attempts made to employ children in factories. Any such attempt, as outlined in the section on legislation, should be resisted, both in legislation and in the pressure of public opinion. Children should be kept at school, and every organization guarding their health and their future should be maintained.

21. *Child labor.* The slight increase in production that might result in diverting children from school to the factory and farm would be paid for by a breakdown of our technical efficiency. Attention should, moreover, be called to the fact that if the schools are shut we shall have to provide adequate control for juvenile delinquents, whose number may vitally increase under abnormal social conditions.

Since the outbreak of the European war the National Child Labor Committee has watched closely the policies pursued by foreign countries in regard to children. From this distance it was possible to see what England was too close to the firing line to see and has only recently begun to realize, namely, that laws which were essential for the protection and education of children in time of peace are even more necessary in time of war, because children must be equipped to carry on the work of the nation after the war. When America entered the war the National Child Labor Committee immediately warned against the suspension of labor laws and made every effort to forestall the enactment of such legislation where it was introduced. The demand

that boys be excused from school to help in the production of foodstuffs came just as the committee had finished an important study of the employment of children in agriculture and was met by a constructive plan suggesting that the younger ones remain in school and work in school or home gardens, and that older boys be employed on farms only under careful supervision and without serious shortening of the school term. The committee believes not only that laws for the conservation of childhood should remain intact on the statute books in time of war but that they should be extended where the health and development of the child require it, and that such laws should be as rigorously enforced in time of war as in time of peace. For further information address Miss Florence I. Taylor, Secretary National Child Labor Committee, 105 East Twenty-second Street, New York City.

22. *Settlement work, etc.* Direction of the play and interests of children under expert guidance; the big-brother movement; playgrounds and gymnasiums; children's courts, and probation officers, all the machinery and method that have been devised for nurturing child life, should be not only continued but augmented. These things may not always be immediate war measures, but they are a necessary safeguard against the physical and moral collapse of the next decade and generation. Moreover, every form of sickness and social wastage at home is a serious and real drain upon the total national energy. All settlement work should be continued.

23. *The Y. M. C. A.*, despite its increased tasks in the great camps of the Army and Navy (see paragraphs 254 to 259, inclusive, and 273), should not neglect its work at home. The tendency toward a relaxation and disintegration of moral and social standards in war time makes the influence of all such conserving social organizations a primary necessity.

THE Y. W. C. A.

24. *The Y. W. C. A.* One of the best organized agencies for improving the physical, mental, and moral status of the women of the community is the Young Woman's Christian Association. To meet the needs of war times and carry on

the work for and with women which peace as well as war necessitates, the Y. W. C. A. is rallying its forces as never before.

25. *Scope of the work of the Y. W. C. A.* Its work includes, among other activities, foreign-language bureaus and classes in English, Red Cross and other emergency classes, classes in various kinds of cookery, and the so-called Eight Week Clubs.

26. *Employment bureaus.* The employment bureaus of the Y. W. C. A. seek to place young women in suitable positions and also to advise the applicants as to the work they desire.

27. *Industrial work.* With the prospect of thousands of young women entering industrial life for the first time it is an imperative necessity for the Y. W. C. A. to enlarge its facilities for social and recreative work among the factory girls. A greatly increased force of volunteer workers is needed for club work in the industrial department as advisers or helpers. Where clubs of the working girls already exist they should be strengthened and new ones formed where advisable. If the factory is far removed from the association, rented centers may be obtained nearer it. Even if one has but a very little time to spare one can be of great service in helping the mass of woman factory workers and keeping them at the highest pitch of efficiency. Apply at the local association.

28. *Work at camp sites.* In cooperation with Mr. Raymond Fosdick's Committee on Camp Activities (see paragraphs 248 to 267, inclusive), the Y. W. C. A. is undertaking work in the towns near the training camps of our officers and enlisted men. This is work with the young women normally in the community and those who come in because of the large number of men quartered near by. The work is difficult, but it is important and calls for the most highly gifted and resourceful women.

29. *Information about the Y. W. C. A.* Information concerning any of these activities may be obtained from the National Board of the Y. W. C. A. of the U. S. A., 600 Lexington Avenue, New York City.

FURTHER WELFARE WORK.

30. *Welfare work in industry.* Brief mention of work to be undertaken in the interest of the industrial army has been made. For purposes of social conservation and maximum protection, the welfare work that has been increasingly carried on in factories and stores must be maintained. War work always demands, as it inspires, a more intense effort and consequently increased nervous strain. If we are to maintain at once the flow of our supplies and the health of our industrial armies, in addition to maintaining labor safeguards, we must continue to keep check on the health and elasticity of the workers and provide recreation and leisure for the workers. Rest rooms, playgrounds, etc., are necessities of modern industry in war as well as in peace. Added to this, there should be the same care as before with regard to safeguards and safety devices on machinery. We can now less than ever afford to waste life and limbs and labor in industrial accidents. Even when these are reduced to a minimum, there still holds the same necessity for industrial insurance. Poverty and incapacity, it must always be remembered, reduce the fighting forces of industry, upon which the fighting forces in uniform depend. If energy is to be saved, it must be by increased ingenuity and resourcefulness in time and labor saving devices.

31. *Keeping up the vitality of the industrial army.* The Government has, in the selective-draft act, made it a crime to sell intoxicating liquors to men in the uniform of the Army and Navy. A clear head and steady nerves are essential at the front. For work at home and behind the lines an unimpaired vitality can not be too strongly urged. If liquor makes men in uniform inefficient, it will do the same to the men out of it.

32. *Philanthropic institutions.* The work of philanthropic institutions must be maintained. The shifts inevitable in war-time industry, the loss of sons who partly contribute to household expenses, all are bound to create additional distress among the normally needy sections of the population. Private philanthropy has, in the United States, undertaken work so important that in other countries it is a State function. The work of organized

charity therefore deserves every possible form of public and private support and endowment. The Red Cross is preparing to become the central clearing house for all the charitable and relief work in the United States, as well as among the American forces abroad in the allied countries. It recognizes that war relief at home is no less urgent than it is immediately behind the firing lines.

33. *Comfort for the soldiers.* In the matter of comforts, it should be remembered also that civilians can help increase the good cheer and spirits of our armies if they will provide, through the Red Cross, cigars, cigarettes, candy, and also books and magazines which are almost a necessity to reduce the inevitable monotony of trench life. They will help to make up for those minor comforts and amenities of civil life which, despite the best efforts of the Government, the soldier must to some degree forego.

Civilians can aid through the Commission on Camp Activities (see paragraph 266) by paying the expenses of, or organizing volunteer entertainments for the soldiers in training at the camps. The acting profession, as well as the managers and moving-picture manufacturers, can here lend a valuable and peculiarly human service to the fighting forces. Boredom and consequent seeking of stimulation in unwholesome channels are almost as efficacious as bullets in destroying the morale and physical welfare of an army. To supply the soldier with a laugh now and then is to be an unofficial attaché of the medical and relief corps.

PUBLICITY.

34. *Forming public opinion.* The civilian's voluntary contributions to war work will be conditioned by the facility with which he can acquire information about it. Agencies of publicity by stimulating interest and publishing facts which will help the citizen to know the work which is going on and the work which needs to be done will themselves be performing a distinct war service.

All chautauquas and social and literary clubs may well make part of their programs explanations of our war aims and of the possibilities of civilian aid.

35. *Libraries.* The public libraries by furnishing their readers with the best books, pamphlets, maps, and magazines,

domestic and foreign, by displaying them on open shelves, by printing lists of the most important books and articles, by holding exhibitions of war material, including posters, and pictures of war scenes, may likewise help to make the war a personal challenge and a definite and familiar task to the general public. Special bulletin boards for war notices might well be maintained by our libraries. Special attention should also be paid by libraries to the task of collecting and exploiting material giving the reasons for America's participation in the war.

It is most important for libraries in war time to stress the development of the human and industrial resources of the community by providing literature on agriculture, food production, and conservation, home economics, and industry, as well as on military and naval training, munition manufactures, and other economic, business, and industrial questions that the war has brought into prominence. Government publications especially will now be fully utilized. See Bibliography, pages 227 to 234.

36. *Bibliography and guide.* The Chief Bibliographer and the members of the staff of the Library of Congress have published a pamphlet called The United States at War; Organization and Literature. In the introduction is given an outline of the organization of the Federal Government. A chronological summary of the events leading up to the entrance of the United States into the war, followed by a similar chronology of the activities of the United States in the war up to June 1, 1917, is then given, and, lastly, a summary of the miscellaneous associations which have perfected some sort of an organization.

The body of the work consists of an alphabetical arrangement of organizations and subjects. Under the names of organizations the headquarters address, origin, membership, organization, functions, publications, and references to descriptive literature are given where possible. Under the subjects the work of the various organizations is mentioned and reference is made to some of the literature.

Librarians and information bureaus should be supplied with this excellent guide and its supplementary numbers.

37. *Camp libraries.* The creation of a Library War Service Committee, which will see that every cantonment erected for

training the National Army is supplied with a library, was authorized by the American Library Association at its thirty-ninth annual meeting. (See paragraphs 264 to 266, inclusive.)

38. *The Committee on Public Information.* The Committee on Public Information was created by Executive Order of the President of the United States, as follows:

EXECUTIVE ORDER.

I hereby create a Committee on Public Information, to be composed of the Secretary of State, the Secretary of War, the Secretary of the Navy, and a civilian who shall be charged with the executive direction of the committee.

As civilian chairman of the committee, I appoint Mr. George Creel.

The Secretary of State, the Secretary of War, and the Secretary of the Navy are authorized each to detail an officer or officers to the work of the committee.

WOODROW WILSON.

APRIL 14, 1917.

39. *The divisions of the committee.* (1) *The Division of Publicity.* The effort of the committee is to open up the business of government, as far as may be proper and possible, to the inspection of the people, in recognition of the truth that public support is largely a matter of public understanding. To this end representatives of the committee have been attached to the various departments of Government. Editors, reporters, special writers, authors, photographers, and motion-picture producers alike are urged to avail themselves of the services of the committee in connection with their activities.

(2) *The Division of Civic and Educational Cooperation.* In addition to those activities which are indicated in its title, this division has inaugurated the work of preparing and publishing war informative literature. The first of these publications were President Wilson's "War Message and Facts Behind It," and "How the War Came to America" (also in several foreign language translations). The latter was the first of a Red, White, and Blue book series, of which the present volume is the second. Other pamphlets and booklets in process of preparation are: "Anthology of War Prose and Poetry"; the "War-information Series," in which the following are announced: "The Nation in Arms," by Secretaries Lane and Baker; the "Government

of Germany," Prof. C. D. Hazen; "From Spectator to Participant," Prof. A. C. McLaughlin; "American Loyalty by Citizens of German Origin. All literature is distributed free on request, except the anthology, which will be sold at a low price for a war charity.

(3) *The Official Bulletin.* Its single purpose is to assure the full and legal printing of the official announcements of Government heads in connection with governmental business. The Bulletin is distributed free to postmasters and to the press and can be subscribed for by others at the price of $5 per annum.

(4) *The four-minute men.* An organization of speakers enrolled for the duration of the war to deliver four-minute talks in motion-picture theaters during intermissions. When this book went to press there was an enrollment of more than 3,000 speakers in 28 States, and the division was rapidly completing its organization to cover the entire country. The organization is almost purely communal. State chairmen and local chairmen are supplied with material from Washington, but each chairman forms his own local organization and secures his own speakers, and each speaker prepares his own speech.

(5) *The division of pictures.* Mr. William A Brady, by appointment of President Wilson, has organized the motion picture on a war cooperation basis, working in conjunction with the Committee on Public Information. This division also aims to provide the public with news photographs and illustrations of the activities of the Army and Navy, both abroad and at home, and to open as far as may be proper and possible new channels for spreading public information through the medium of pictures.

(6) *Posters.* Mr. Charles Dana Gibson has been appointed by the committee to mobilize the artists of the Nation for war service; and a supply of posters, war cards, etc., has been assured by the volunteer patriotism of individuals. Artists desiring to aid should write Charles Dana Gibson, Carnegie Studios, New York City.

(7) *The cable censorship.* All outgoing cables from the United States are censored under plans and policies emanating from the Committee on Public Information.

(8) *Newspapers.* To the committee was intrusted the duty of keeping the press informed as to the matter deemed dangerous. This matter is not concerned with criticism or opinion, but is confined entirely to news dangerous to the United States and valuable to the enemy. Rules can not be hard and fast but the thought of the Government is expressed in a set of regulations. No disciplinary power abides in the Committee on Public Information and the committee assumes no responsibility for the enforcement of the requests.

40. These divisions do not cover the full activities of the Committee on Public Information. The broad field of its work can not be expressed in the terms of organization. By the logic of events and the necessities of the public requirements which called it into being its functions have grown until it touches at times nearly every part of the great machinery which now coordinates the forces of the Republic for war purposes.

EUROPEAN WAR RELIEF.

41. *General statement.* To give an accurate or complete description of the types of war relief being done by the innumerable philanthropic organizations is impossible. Conditions change from day to day, and the men and women engaged in this work are obliged to alter their activities as circumstance or experience may dictate.

Financial support and personal service are needed by all, however, and all the time. It is surely of great importance that though America has entered the war, American charities among the war-stricken countries of Europe should not cease. We must bend all our energies to the successful prosecution of the war; we must economize in every way possible; but there is one field from which our energies must not be diverted, one direction in which we must not stint—our relief charities. Our aid must continue as great as it has been; if anything, it should be increased. All those whom this war kills will not have died on its battle fields. Even as we fight side by side with the allied soldiers we must continue to relieve the noncombatants.

A detailed account of the activities of the many organizations in this field can not be given. A directory of the more important ones is given at the end of this section. Financial aid is needed by all alike, and a list of other contributions desired by any single one may be obtained upon request. In general, the name is descriptive of the chief aim of the association, and the address given may be used either for sending contributions or for inquiries as to supplies needed or service required.

42. *American Red Cross.* The work of the American Red Cross deserves especial note, however, for this is not a private organization nor a limited corporation, but it is on the contrary recognized by the United States Government, whose President is its president.

Red Cross War Budget. A large part of the $100,000,000 fund just raised and for which subscriptions were con-

tributed throughout the country will be applied to European war relief. Chairman Davison has outlined these plans as follows:

Beyond the military and civilian needs of our own people we must undertake a larger humanitarian work to aid our allies. This work the Red Cross has already started by sending a commission to Europe. This commission, headed by Major Grayson M. P. Murphy, is composed of sociological and medical experts and will work in conjunction with agencies appointed by the French Government. It will make a survey of the situation abroad and will recommend to us in the order of greatest importance the work which America must undertake.

Tuberculosis and the many new and terrible diseases that have developed from trench warfare, and which are incident to army life, must be combated. They may be conquered both to preserve our own troops serving abroad and to aid our allies. To the degree in which we are successful in conserving man power we shall help to win the war.

The Red Cross does not aim to reconstruct devastated villages, but we do feel that it is a part of America's duty to contribute toward the temporary housing of the thousands of homeless and to aid and encourage them in reestablishing their lives by such assistance as we can give. We want to help them with implements, with materials, with expert services, with everything that we can that will help to put these valiant peoples back on their feet.

We are sending our troops to the front to fight, but how long will it be before "the American section of the western front" will compare in a creditable degree with that of the sections held to-day by other nations. Pending the arrival of our Army in such forces shall we not immediately stretch a hand to encourage and stimulate those who are fighting valiantly for our own, as well as their own?

To this point I have had in mind only France. What about Russia with a thousand miles of battle front and with only 6,000 ambulances, as compared with the western battle front 400 miles long with 63,000 ambulances? We should send to Russia thousands of ambulances with their personnel, and with as many doctors and nurses as we can spare from this country. What evidence will have been furnished to Russia that the United States is her ally in this war if she has nothing more substantial than our frequently expressed kindly sentiments? The way to hearten and encourage Russia is for the American Red Cross to extend to her, without delay, a practical helping hand. It is my opinion that we of the United States can not justify ourselves in the eyes of Russia by merely assuring Russia that we are her ally when we are in position to join hearts with her through the medium of a national volunteer organization, even though we can not at this time join arms with her.

A representative of the Queen of Rumania called upon us last week asking for aid, and when I requested a list of the most pressing needs of that stricken people the reply was "anything, everything." This

rather confirmed an official request to us to send at once 100 doctors, the necessary medical supplies to Rumania to arrest an epidemic. We can reach Rumania effectively only through Russia. Can we send substantial aid through stricken Russia to stricken Rumania with none for Russia herself?

So it is all along the line in the Balkans and in other small countries. Are they to know by personal contact and by succor that we are in this war, and that we recognize that they are fighting our battles, or are they merely to receive information to that effect through the press?

Since the publication of this statement the Red Cross has sent a mission to Russia, headed by Dr. Frank Billings, of Chicago, and Mr. William B. Thompson, of New York; and supplies and a commission, headed by Henry W. Anderson, of Richmond, Va., have been sent to Roumania. (See paragraph 169.)

Information. For further general information, or information concerning any of the many activities of the Red Cross, address the Bureau of Information, American Red Cross, Washington, D. C. (See also paragraphs 158 and following.)

43. *Commission for Relief in Belgium.* Perhaps the association which has attracted the most universal admiration in the present war is the Commission for Relief in Belgium, under the leadership of Mr. Herbert Hoover. Its work is too well known to require a detailed statement of how it has labored under the most trying conditions and has literally rescued the invaded sections of Belgium and France from all but total destruction. The United States Government has determined to finance this work for the six months beginning June 1, 1917, and will advance a loan of $5,000,000 a month to feed the people of the German occupied sections of France and a loan of $7,500,000 a month for Belgian relief. Mr. Hoover, in a letter to his associates, indicates the commission's plans.

To my associates of the Commission for Relief in Belgium:

We are sure that the whole American people will be glad to know that, through the sympathetic arrangements made by the President and the Secretary of the Treasury, the cost of the Belgian and northern France relief, so far as it is feasible under present shipping conditions, will be borne for the next six months by the American Government. This has been made possible by a loan of $75,000,000 from the United States to the Governments of Belgium and France.

The money will be advanced by the Treasury in installments of $12,500,000 per month, of which $7,500,000 will be available for Belgian relief and $5,000,000 for the relief in northern France. The way is open so that at the termination of the six months thus provided for application may be made to the Government for further loans. We desire to state that, although the commission has endeavored for many months to secure this gratifying result, we feel that the appeals that have been made by you have largely influenced the Government in finally granting the request of the Belgian and French Governments. Therefore the time, energy, and money expended in your campaign have done more than to bring in immediate contributions; they have helped to insure the relief of Belgium and northern France throughout the war.

The commission has long desired Government recognition in order that its work should be more firmly established as a distinctly American undertaking, and we feel that you will join with us in intense satisfaction that the work has now become a responsibility and a duty shared by the whole American Nation.

Realizing that each committee and community has adopted its own method of making appeals and collecting funds, we do not purpose suggesting the specific action which you will take in meeting the changed conditions resulting from this gratifying action of our Government, but we outline below, in a few paragraphs, answers to certain general questions that may arise.

It will be noted that $12,500,000 per month is much less than the amount which we have stated as necessary to supply the imports required for the limited ration we have endeavored to provide. The explanation lies in that this amount will now cover all of the foodstuffs that we can hope to ship owing to the recent swiftly developed shortage of the world's shipping. Our statements in regard to the amount necessary have been correct, and the balance between the $12,500,000 and the former estimate required to give the limited ration will now of necessity be supplied by encroaching upon the country's stock of milk cattle, which had been reserved to maintain a supply of fresh milk for the children and to serve as a nucleus from which to restock the country after the war. The importation of meat, particularly fats, has always been one of the most expensive items in our program.

It must be clearly understood that the commission for relief in Belgium will continue to assume the entire charge of purchasing and transporting all food into Belgium and northern France. The commission also will continue to be the only fully regular vehicle by which money, food, and clothing can be sent into Belgium.

The commercial exchange department will continue as heretofore to effect transfers of money into Belgium. By depositing dollars in our New York office or pounds sterling in London, the equivalent in francs will be paid to any person in Belgium, provided the name and correct address be supplied. The service extends over practically all of Belgium except for a small restricted portion under military control. Individuals or committees outside of Belgium can send money to relatives or friends, or support, by direct money contributions, any of the

specially deserving internal charities which use local currency to advantage in payment of wages or in purchasing home-grown products. Over $5,000,000 has been transferred in this way since the belligerent Governments gave their official sanction to the operations of this department.

The Government payments will commence on June 1, and we shall be glad to have remittances up to that date, but we make no appeal for contributions thereafter.

We suggest that you offer to cancel all pledges made to you for future payments and offer to return any moneys which have been paid in advance on account of maturing pledges.

The children of Belgium will have the first call upon all food which is imported, and every effort will be made to maintain the supplementary meal which has been so important a factor up to the present in sustaining the health of millions of children.

Naturally, having built up such an effective organization, you will desire to keep it alive as far as possible, and we venture to suggest that, although the general relief of the countries involved will now be met by the Government appropriations, emergencies and special conditions may arise which could only be met by private donations. In such circumstances your organization will afford a ready means of meeting the demands of the situation, whatever they may be. Should any of your contributors desire to continue their gifts, notwithstanding the present position, they may be assured that their contributions will be expended sooner or later to great advantage, since, in any event, relief in many forms will doubtless be required after the war.

Finally, I wish for myself and my colleagues of the administration of the commission to express my sincere appreciation of all the untiring, faithful, and truly beautiful work you have done as organizers and managers, and of the generous response which your long list of donors have made. My association with you has been, to me, an inspiring revelation of the great heart of America.

To you, as individuals and as organized groups, I express my heartfelt thanks.

HERBERT HOOVER,
Chairman Commission for Relief in Belgium.

44. *Clearing House for France.* It should be borne in mind, however, that this governmental provision applies only to those sections of France and Belgium actually in the hands of the Germans. The uninvaded sections, however, are seriously affected by the war and are hardly less in need of aid. Assistance can well be brought to these sections through the agency of the War Relief Clearing House for France and Her Allies. This organization has outlined its own activities as follows:

It gives its services and information free to all contributors.

It cooperates with the American relief clearing house of France and its committees representing the various allied countries. Such

committees operate under the patronage of the heads of the respective Governments.

It is kept reliably informed as to what form of relief is most needed and where, and disseminates such information to affiliated organizations in America.

It acts as a purchasing and forwarding agent for organizations and individuals wishing to contribute funds or supplies, thereby giving contributors the benefit of its exceptional prices.

It obtains free shipment, with few exceptions, for contributions from New York to the designated destination in Europe.

It enters contributions of supplies into ports of the allied countries free of customs duties.

It is given free transportation for supplies over the French and Italian railways.

It delivers supplies where they are most needed by the quickest and surest route.

It does away with the former confusion, delay, and waste.

It makes no charge for its services, and all contributions for relief are delivered intact, without deduction for operating expenses.

Contributions of the most varied type are needed, and the clearing house in Paris has just announced the need every month of 2,000 tons of dried vegetables, canned beans, dried apples, tapioca, peaches, prunes, sugar, flour, peas, rice, and other foods. In addition there is frequent demand for clothing of all kinds. Mr. Thomas W. Lamont is the treasurer, and his address is 40 Wall Street, New York City.

45. *Other organizations.* The need in the other European countries is also great. Serbia, Roumania, Poland, all have suffered frightfully, and there is not a single country which has not endured fearful privation. The list given below is but a partial record of the many societies operating. There are many not mentioned which are doing admirable work. Innumerable organizations, such as the Navy League and the Daughters of the Confederacy, whose aim is not primarily philanthropic, have done splendid work in war relief, work which should be given every encouragement.

46. DIRECTORY OF EUROPEAN WAR RELIEF ORGANIZATIONS.

Ambulance Chirurgicale Mobile No. 1. Directrice, Mrs. Borden Turner, Farmers Loan & Trust Co., depository, New York.

American Aid for Homeless Belgian Children. Miss Marie Louise de Sadeleer, treasurer, 9 East Thirty-ninth Street, New York. Gifts to be sent to National City Bank, New York.

American Ambulance Hospital in France. William R. Hereford, secretary, 14 Wall Street, New York. J. P. Morgan & Co., 23 Wall Street, New York.

American Ambulance in Russia. Philip M. Lydig, secretary, 111 Broadway, New York. Hamilton Fish, jr., chairman executive committee, 111 Broadway, New York.

American Authors Fund for the Relief of the Wounded Soldiers of the Allied Nations. Authors' Fund, care State Street Trust Co., 33 State Street, Boston, Mass.

American Artists' Committee of One Hundred Relief Fund for the Families of French Soldier-Artists. William Bailey Faxon, treasurer, 215 West Fifty-seventh Street, New York.

American Branch of the Fatherless Children of France Fund. Walter W. Price, treasurer, 111 Broadway, New York.

American Comfort Packet Committee, Mrs. Mary Hatch Willard, chairman, 66 West Thirty-ninth Street, New York.

American Committee for Armenian and Syrian Relief, Charles R. Crane, treasurer, 70 Fifth Avenue, New York.

American Committee for Training in Suitable Trades the Maimed Soldiers of France. Mrs. Edmund L. Baylies, Biltmore Hotel, New York.

American Fund for French Wounded. Mrs. Ethelbert Nevin, chairman, 122 Madison Avenue, New York. Miss Anne Morgan, treasurer.

American Girls' Aid (French). Miss Gladys Hollingsworth, chairman, 293 Fifth Avenue, New York.

American Hostels for Refugees in Paris and Children of Flanders Rescue Committee. Henry W. Munroe, jr., treasurer, care Mrs. Mary Cadwalader Jones, 21 East Eleventh Street, New York.

American Huguenot Committee. Edmond E. Robert, treasurer, 105 East Twenty-second Street, New York.

American Jewish Relief Committee for Sufferers from the War. Felix M. Warburg, treasurer, 174 Second Avenue, New York.

American Jewish Relief Committee. Herbert H. Lehman, treasurer, 20 Exchange Place, New York.

American Red Cross, Washington, D. C. Money should be sent to American Red Cross, Washington, D. C. Merchandise should be sent, transportation prepaid, to American Red Cross Receiving and Shipping Station, Bush Terminal, Brooklyn, N. Y. C. S. Magee, secretary, 1624 H Street NW., Washington, D. C.

American Society for Relief of French War Orphans, Thomas Cochran, 120 Broadway, New York.

American Students Committee of the Ecole des Beaux Arts. Henry R. Sedgwick, treasurer, 107 East Thirty-seventh Street, New York.

American Women's Committee for the Charities of the Queen of Belgium. John Moffat, honorary secretary, 200 Fifth Avenue, New York.

American Women's War Relief Fund. John Moffat, Fifth Avenue Building, New York.

Appui Belge. Miss Raymonde Coudert Glaenzer, vice president, 105 East Nineteenth Street, New York.

Australian War Relief Fund. A. J. Howard, treasurer, 435 Fifth Avenue, New York.

Belgian Refugee Workshop Fund. Prof. Albert G. van Flecke, American Security & Trust Co., Washington, D. C.

Belgian Relief Fund. Rev. Father J. F. Stillemans, 431 West Forty-seventh Street, New York; J. P. Morgan & Co. depository, 10 Bridge Street, New York.

Belgian Soldiers' Tobacco Fund, 949 Broadway, New York City.

Blue Cross Fund for Wounded Horses. Mrs. Elphinston Maitland, secretary, 55 East Ninety-third Street, New York.

British-American War Relief Fund. Henry J. Whitehouse, treasurer, 681 Fifth Avenue, New York.

British Red Cross Committee. Edwin S. Marston, president, 12 Bridge Street, New York.

British War Relief Association. Henry Clews, treasurer, 542 Fifth Avenue, New York.

Bulgarian Relief Committee. Dr. Hugo Schweitzer, treasurer, 30 Church Street, New York.

Cardinal Mercier Fund, Maryland Committee. Hon. James Augustus Whiteley, chairman, 223 West Lanvale Street, Baltimore, Md.

Cardinal Mercier Fund, New York Committee. Miss Marie La Montagne, treasurer, Buckingham Hotel, New York; J. P. Morgan & Co., 23 Wall Street, New York.

Central Committee for the Relief of Jews Suffering Through the War. Harry Fischel, treasurer, 63 Park Row, New York. In cooperation with the American Jewish Relief Committee.

Central Committee for the Relief of Lithuanian War Sufferers. M. Salcius, secretary, 200 Fifth Avenue, New York.

Children of America's Army of Relief. The Federal Trust Co., 85 Devonshire Street, Boston, Mass.

Colonie de Franceville of Madame F. Berkeley Smith. Mrs. Walker D. Hines, 122 East Seventieth Street, New York.

Commission for Relief in Belgium. Alexander J. Hemphill, treasurer, 120 Broadway, New York.

Commission for the Relief of Belgian Prisoners in Germany. James A. Blair, jr., treasurer, 200 Fifth Avenue, New York.

Committee for Men Blinded in Battle. William Forbes Morgan, jr., treasurer, 17 East Thirty-eighth Street, New York.

Committee of Mercy. August Belmont, treasurer, 200 Fifth Avenue, New York.

Dollar Christmas Fund for Destitute Belgians. Henry Clews, treasurer, 66 Broadway, New York.

Duryea War Relief. Mrs. Charles H. Ditson, 259 Fifth Avenue, New York.

Emergency Aid Committee (Philadelphia). Mrs. J. Norman Jackson, treasurer, 1428 Walnut Street, Philadelphia, Pa.

Fatherless Children of France (Orphelinat des Armées). J. P. Morgan & Co., depository, Fifth Avenue Building, New York.

Federal Council of the Churches of Christ in America. Charles S. Macfarland, treasurer, 105 East Twenty-second Street, New York.

Flotilla Committee. Miss Emily Chauncey, executive secretary, 38 West Thirty-ninth St., New York.

Franco American Committee for the Protection of the Children of the Frontier of France. Frederic R. Coudert, treasurer, 2 Rector Street, New York.

Franco Serbian Field Hospital of America. Henry B. Britton, treasurer, 17 West Thirtieth Street, New York.

General Italian Relief Committee, Longacre Building, West Forty-second Street, New York.

International Reconstruction League. John Moffat, executive chairman, 200 Fifth Avenue, New York.

Irish Relief Fund Committee. Thomas Hughes Kelley, treasurer, 5 Beekman Street, New York.

Lafayette Fund. Francis Roche, treasurer, Vanderbilt Hotel, New York.

Le Bien-Etre du Blessé. John Munroe & Co., treasurer, 200 Fifth Avenue, New York.

Le Paquet du Soldat, 55 Pierrepont Street, Brooklyn, N. Y.

L'Union des Arts, 712 Fifth Avenue, New York.

Montenegrin Relief Association of America. Jane Stewart Cushman, treasurer, 105 West Firty-ninth Street, New York.

National Allied Relief Committee. Karl Davis Robinson, secretary, 200 Fifth Avenue, New York. James A. Blair, jr., treasurer.

New York Surgical Dressings Committee. Mrs. Edward Ringwood Hewitt, 19 East Fifty-ninth Street, New York.

Noel du Soldat Belge Fund. P. Dumont, 10 Bridge Street, New York.

People's Relief Committee for the Jewish War Sufferers. Boris Fingerhood, secretary, 196 East Broadway, New York. Isaac Goldberg, treasurer, 171 East Broadway.

Permanent Blind Relief War Fund. F. A. Vanderlip, honorary treasurer, 590 Fifth Avenue, New York.

Persian War Relief Fund, Edward M. Bulkeley, treasurer, 25 Broad Street, New York.

Polish Hospital Supply and Clothing Committee (auxiliary of the Polish Relief Fund), 681 Fifth Avenue. Miss Eleann Blodgett, chairman.

Polish University Grants Committee of the Polish Victims' Relief Fund. Mme. Jane Arctowska, 33 West Forty-second Street, New York.

Polish Victims' Relief Fund. W. O. Gorski, executive secretary, 33 West Forty-second Street, New York.

Prince of Wales National Relief Fund. R. M. Stuart Wortley, treasurer, 25 Broad Street, New York.

Refugees in Russia. John Moffat, 200 Fifth Avenue, New York.

Relief Fund for the Families of French Soldier Artists. William Anderson Coffin, chairman, 58 West Fifty-seventh Street, New York.

Roumanian Relief Committee of America. 43 Cedar Street, New York. Henry Clews, treasurer.

Russian American Relief Association. Care National City Bank, 55 Wall Street, New York.

Russian War Relief Committee. John Moffat, secretary, 200 Fifth Avenue, New York.

Secours National Fund for the Relief of Civilian War Sufferers in France. Mrs. Whitney Warren, 16 East Forty-seventh Street, New York.

Serbian Distress Fund (Boston). John F. Moors, treasurer, 111 Devonshire Street, Boston, Mass.

Serbian Hospital Fund. Otto T. Bannard, treasurer, 1 Madison Avenue, New York.

Serbian Relief Committee. Miss F. Hastings, secretary, 70 Fifth Avenue, New York. Murray H. Coggesball, treasurer.

Shamrock Fund. Miss Mary Dougherty, secretary, 165 Madison Avenue, New York.

Siberian Regiments American Ambulance Society. Samuel McRoberts, honorary treasurer, Flatiron Building, New York.

Sicilian Relief Fund. Mrs. Frederick Crowninshield, treasurer, Stockbridge, Mass.

Ukranian War Relief Fund. Simon Yadlowsky, treasurer, 83 Grand Street, Jersey City, N. J.

Union Nationale des Eglises Réformées Evangéliques de France Emergency Relief Fund, 105 East Twenty-second Street, New York. Alfred R. Kimball, treasurer.

Vacation War Relief Committee. Miss Emily Chauncey, executive secretary, 38 West Thirty-ninth Street, New York. Miss Anne Morgan, chairman, Old Colony Club Building, Madison Avenue, New York. Miss Robinson Smith, treasurer, 30 West Thirtieth Street, New York City.

War Babies' Cradle. Mrs. Jules S. Bache, treasurer, 42 Broadway, New York.

War Relief Clearing House for France and Her Allies. 40 Wall Street, New York. Thomas W. Lamont, treasurer.

Zionist Medical Unit. Miss Henrietta Szold, chairman, 44 East Twenty-third Street, New York.

RELIGIOUS ORGANIZATIONS.

47. *Need for cooperation.* The war emergency has already had a very wonderful effect upon the national life. It has forced all men who have a common purpose to get together in order that their work may be effective. Small differences, personal quarrels, and petty jealousies can have no place in the Nation's activity if we are to fulfill the duty which confronts us. The desire to cooperate has nowhere been manifested more splendidly than in the work of the religious bodies within the Nation. Before our entry into the war these bodies had all been engaged, through their membership, in supporting the agencies of European war relief (see paragraph 41 and following), and undoubtedly the members of the different religious bodies will continue this necessary work; but in addition they are all facing the same problem in the home community.

48. *Joint activities.* We have come to realize that religious organizations must be leaders in every community in all good works and that they must concern themselves not merely with men's souls but also with their bodies. In this time, therefore, the religious institutions can do no more useful work than to support within their own communities all those agencies which are striving to maintain the highest level of physical and moral welfare. An interdenominational, intersectarian, interreligious committee should be formed in every community, and now as never before this committee should seek to enlist the support of every member of the organizations represented in its personnel. The work that is to be done is especially pressing in towns and cities at or near the sites of the great Army and Navy training camps (see paragraphs 248 to 267, inclusive, and 273). If the men in these camps are to be safe and the families from which they come are to feel secure those cities must be kept clean and wholesome. The Government has expressed its intention to do everything within its power to bring this about; but public opinion, local assistance, strong

enforcement of the law, and local intolerance of any connivance at the evasion of the law will be necessary if the Government's plans are to be successful.

49. *Forming opinion.* America, by and large, is a religious country, and churches and synagogues and religious organizations of every kind are centers of inspiration and information. In every attempt to increase food production and to conserve our food supply, every industrial emergency, every call to care for the welfare of the civil population, the leader in religious bodies has an opportunity to disseminate information and to arouse the interest to serve the community and to serve the Nation. It would be well if every clergyman, every priest, and every rabbi in the country would consider himself a special agent of the community's welfare and work now as he has never worked before for efficient and harmonious cooperation.

50. *Religious noncombatants.* Certain religious sects, the most notable of which is the Society of Friends, are reluctant to engage in the actual fighting of the war because of their religious beliefs. To these bodies, who are as anxious to aid the Nation in the crisis as any others, the service rendered to the sick and wounded and the maintenance of the welfare of the community at home come with peculiar force and will doubtless bring peculiar satisfaction.

51. *Reserve Officers' Camps.* Some of the great religious bodies have already begun their work of helpfulness in connection with the reserve officers' training camps. No chaplains have been assigned to these camps, and it is not anticipated that any will be assigned to the second series of training camps. In providing for religious meetings and in rendering the camp localities desirable recreation grounds for the men in training a very useful work has been done.

CHAPLAINS.

52. Every religious body will be given opportunity by the Government to have its representatives with the forces as chaplains. The number from each body will be proportional to its national membership. Every effort is being made to select the men who are especially fitted for the work to be done.

ARMY CHAPLAINS.

53. *Appointment.* Chaplains in the United States Army are appointed by The Adjutant General who consults in his selection advisory boards which represent the evangelical bodies (Federal Council of the Churches of Christ in America), and the Roman Catholic and Jewish beliefs.

54. *Qualifications.* The general requirements for chaplains in the Army are, age limit 40 years, a good education, sound physical condition, irreproachable character, experience or adaptability for work among young men.

55. *Applications.* If you are a clergyman desiring to serve as a chaplain in the United States Army, write to The Adjutant General, Washington, D. C., for an application blank. When this is returned, send with it the indorsement of the controlling ecclesiastical body under which you serve. If a member of an Evangelical church, send in addition such an indorsement to Rev. Worth M. Tippy, representative of the Federal Council of the Churches of Christ in America, Woodward Building, Washington, D. C. If a Roman Catholic, address Father L. J. O'Hern, C. S. P., St. Paul's College, Brookland, D. C., and enclose 10 letters of recommendation, including the indorsement of your bishop.

NAVY CHAPLAINS.

56. *Appointment.* Appointments to the grade of acting chaplain in the Navy are made by the Secretary of the Navy and after examinations the appointees are given the rank, pay ($2,000 per annum), and allowances of lieutenant, junior grade. There is one chaplain to each 1,250 of the total personnel of the Navy and Marine Corps, varying in grade as captain, commander, etc. (pay from $5,000 to $2,000 plus allowance for quarters), with regular promotions.

57. *Qualifications. An acting chaplain must serve three years at sea before becoming eligible for examination for commission as a chaplain. A former act of Congress provides that a chaplain must be less than 35 years of age at the time he is commissioned, but during the period of the war older men are eligible.* About six months will be required

for the routine of examining an acting chaplain after the expiration of his three years of sea duty and the issuing of his commission as a chaplain. The department has therefore established a maximum age limit of 31½ years in the case of applicants for appointment as acting chaplain in the Navy. The minimum age limit is 21 years. *Attention is invited to the fact that these age limits are established by law and the department can not waive same under any conditions.* An applicant must be in sound physical condition, with a minimum height of about 66 inches and weight of about 132 pounds. (These requirements may, however, be modified.) A vision of not less than 12/20 for each eye, unaided by glasses and capable of correction to 20/20, is essential. A medical examination precedes appointment.

A candidate must be a regularly ordained minister of good standing in his particular denomination and in his community. His moral character and general fitness for the service required in the Navy must be established to the satisfaction of the Secretary of the Navy. He must show by testimonials his capabilities to gain the confidence and esteem of young men and to become a leader among them.

58. *Applications.* Applications for appointment as acting chaplain should be made to the Bureau of Navigation, Navy Department, Washington, D. C., and in other respects as for Army chaplaincies. *They must be written in the applicant's own handwriting*, giving a brief history of himself.

It is the desire of the department to make such appointments to the Chaplain Corps of the Navy as shall be satisfactory to and recommended by the denomination to which a candidate belongs. Testimonials from the proper officers in a denomination should therefore be submitted with the application.

MILITIA CHAPLAINS.

59. Opportunities for serving as the chaplain of a militia regiment are offered only when such positions become vacant. Applications should be made to the various militia organizations in the different States.

PROFESSIONAL MEN AND WOMEN.

60. *General statements.* Those engaged in professions which do not involve the manipulation of materials needed in the war are face to face with the difficult problem of serving the Nation and at the same time using their expert equipment.

The principle stated in the following extract from the bulletin of the Yale Engineering Association may well be borne in mind, though it is the hope of all that the expert abilities of all citizens will be conserved to the greatest possible degree by the Government's plan of service:

> In the present enthusiasm that prevails it is most important to bear in mind a fundamental point that may be illustrated by the experience of an officer who spoke recently before the members of a city club. When he stated that the idea of service was willingness to take a minor position and give such service as possible to the Government and not to demand or expect an important position and make such position a requisite for entering the service, no one in the meeting was willing to enroll under these conditions. If a man has training and ability of a special value to the Government in excess of other men, this fact will soon be recognized, but in spite of this special training many men will at first be of little value to the service because they have not the general military training and knowledge. War means sacrifice, and the chief sacrifice to many civilians will be that they must accept, if they serve at all, positions in the Army and Navy which they will not consider at all commensurate with the positions they hold in civil life, whether viewed from the standpoint of responsibility or compensation.

61. *Teachers*, *physicians*, *surgeons*, *dentists*, *druggists*, may all serve by continuing their peace-time professions until definitely called to other work. So, too, may many in other professions whose age renders action and field service impossible. We shall need to keep our teaching institutions intact, and doubtless the work of nearly every profession will continue, but the work will have to be done by a smaller number of men. Not alone those who go to the front will sacrifice; those who remain must carry burdens up to the limit of their strength.

In this connection it should be borne in mind that physicians, surgeons, and dentists are needed in large numbers for military service. (See paragraphs 142 to 155, inclusive.)

62. *Linguists.* A limited number of men who speak and write French and German with perfect facility will be needed as interpreters and for work in detention and prison camps and with troops. The National Committee on Prisons and Prison Labor, Dr. E. Stagg Whitin, secretary, has perfected plans which have been approved by the War Department for a course of training to fit men for this work. The course is being given at the summer session of Columbia University, July 11 to August 17. Inquiry may be made there or to the National Committee on Prisons and Prison Labor, Union Trust Co. Building, Washington, D. C.

63. *Librarians* in limited numbers will be needed for the camp libraries. (See paragraphs 264 to 266, inclusive.)

64. *Engineers and trained artisans.* One profession which will, of course, be of primary importance is that of engineering in all its branches. Besides the work of actual military construction, roads, camps, etc., there will be demand for engineers for reconstruction in the allied countries. France is calling for a corps of engineers and an army of American railroad men to repair her crippled railway systems. Russia's effective participation on the eastern front depends in large measure on the repairing and development of its transportation system. Its industrial mobilization depends largely on the technical aid received from American engineering and industrial experts. The work of assisting in rebuilding the allied countries, undertaken in part by the Rockefeller Foundation, will require the services of a considerable number of American technical experts. As Commissioner of Education Claxton has pointed out, the allies have suffered an almost irreparable loss of their highly trained scientists, and the next few years will see them increasingly dependent on our engineers.

To aid the Government to get engineers and to utilize to the fullest the inventive ability of its members, the United Engineering Society has appointed a council of 24 well-known engineers. The society includes the American Society

of Civil Engineers, the American Institute of Mining Engineers, the American Society of Mechanical Engineers, and the American Institute of Electrical Engineers.

Many younger men with engineering training will render an important service as semi-technical artisans in war industries and actual field construction. A few highly trained specialists, already approaching the needed number, can direct, but a great number of workers is and will continue a constant demand.

65. *Chemists.* There will be a limited demand by the Government for trained chemists as inspectors and experimenters in the official laboratories and with the field and base hospital units. They can also perform useful service as inspectors of explosives and ammunition in factories and arsenals. For entrance into much of this work one of the first channels is the civil service. Chemists will be needed, too, in the manufacture of drugs. Chemists are advised to keep in communication with the schools where they were trained, for information as to where they can be of service to the Government in a civil or military capacity.

66. *Lawyers.* There will be only a very limited call for lawyers in the Government service. At the present time there is practically no need for lawyers in the service of the Judge Advocate General of the Army or the Navy. A few lawyers are appointed on examination by the civil service for solicitors to the Navy Department. The legal service needed in the emergency by the Treasury Department and the Council of National Defense has been of a volunteer character, and the work with the Food Administrator's staff will probably be on that basis. There are no further openings at present with the Treasury or Council, and the need in connection with food administration has not yet appeared. The Shipping Board is not in need of further legal assistance.

Legal advice. The legal profession can perform an important social service by lending its efforts to needy clients in criminal and civil cases and insuring an equitable administration of the law in war time as well as in times of peace. Legal associations, such as the War Committee of the Bar of

the City of New York, may be formed to mobilize the legal profession for such service as its members' training has especially fitted them for.

67. *Speakers.* It is necessary to provide orators as speakers at public meetings where the principles of our Government, the causes of the war, the duty of the citizen, and other topics may be discussed with a view to informing the public, enlightening the ignorant, and inspiring the faithful and loyal. This work would also embrace the promotion of the interests of the Red Cross, the Y. M. C. A., the Government loans, etc.

The Division of Four-Minute Men of the Committee on Public Information (see paragraph 39) has organized over 3,000 speakers throughout the country. They are to give short addresses on public questions in moving-picture theaters. The speaking is controlled by State and city chairmen, who are in communication with and receive material from the division. Inquiries should be addressed to Mr. William McCormick Blair, director, 10 Jackson Place, Washington, D. C.

The National Security League, after a preliminary meeting at Chautauqua, N. Y., has undertaken to provide speakers who will address audiences throughout the country on patriotic subjects.

68. *Photographers* with expert training are needed in connection with numerous arms of military service—usually with the Signal Corps, which includes aviation. (See under Army, paragraphs 199, 211, and 230.)

69. *Artists.* The artists of the country can render a distinguished service by employing their talents in the creation of war posters. The response so far has been very encouraging. The artistic energies of the French and Italian peoples have produced pictorial calls to arms and to financial and civilian support of the allied cause. The war will provide the opportunity and the challenge to American artists. Their work can be a great stimulus to recruiting for the various branches of service, to support of Government loans, to relief work, and to encouragement of civilian work behind the lines.

War posters. For those interested in contributing war posters, inquiries may be addressed to Charles Dana Gibson, Carnegie Studios, New York City.

Camouflage. A more direct military service can be rendered by artists in camouflage, the art of protective and deceptive coloring and construction. Artists with a love for construction and physically fit for military service will be needed in limited numbers. Inquiries may be addressed to American Camouflage, 215 West Fifty-seventh Street, New York City.

Draftsmen. A considerable number of expert draftsmen are required in the civil service at present. The Civil Service Commission makes the further announcement that until further notice women will be admitted to examinations for draftsmen and copyist draftsmen under the Navy Department. Continuous examinations, for which applications may be filed at any time until further notice, are pending for the position of ship draftsman, mechanical draftsman, electrical draftsman, and marine engine and boiler draftsman, under that department. For further information as to mode of application, etc., see under The Civil Service (paragraphs 129 to 135, inclusive).

70. *Intercollegiate Intelligence Bureau.* For men with college and university training the Intercollegiate Intelligence Bureau, Munsey Building, Washington, D. C., under Dean William McClellan, is performing a useful function. This agency expects to receive calls for specialists from the governmental departments and through representatives at the colleges and universities throughout the country it can locate the men needed. It must be understood that the calls have only begun, and at present only a limited number of those listed with the Intercollegiate Intelligence Bureau can be placed.

It should always be borne in mind that with every month the war lasts there must come an ever-increasing call for men in positions where the work of the hand counts for a great deal. It is conceivable that men and women with professional and semiprofessional training will be needed for

such work. Very recently an agency has been established through which trained men and women may offer their services to the Government and indicate their proficiency in lines other than their chosen profession. This agency is the United States Public Service Reserve with offices at 1712 I Street, Washington, D. C. Its director is Mr. W. E. Hall, whose success with the Boys' Working Reserve has especially fitted him for his new and broader task. For further details, see paragraph 103.

FINANCING THE WAR.

71. *General statement.* The financing of America's part in the war and a large measure of the operations of the nations with which we are making common cause, is by act of Congress in the hands of the Secretary of the Treasury. The response of the American people to the first appeal for funds was heartening to every patriot and to every lover of freedom. The country was offered an issue of $2,000,000,000 of Liberty bonds and the people subscribed $3,035,226,850—an oversubscription of $1,035,226,850, or 50 per cent more than the amount offered. This great success of the first installment of the Liberty Loan echoed throughout the world as a conclusive reply to the enemies of America, who claimed that the heart of the United States was not in this war.

72. *Taxation and bonds.* America's part in the war will be financed by two means—taxation and bond issues. Taxation will represent the financial burden which will be borne by the present generation which engaged in the war, and bond issues will represent the financial burden to be borne in part by succeeding generations as their price for the liberty which we are fighting to preserve for them. Congress has authorized the bonds necessary for the time being, and is now considering the question of taxation.

73. *The bond act.* The facility and expedition with which the bond bill was enacted and placed into immediate operation established a record among nations. On the 6th of April, 1917, the war resolution was passed. Secretary McAdoo immediately advised the Congress of the financial necessities, and on the 24th of April, 1917, the greatest bond bill in the history of the United States and one of the greatest financial measures in the history of the world became a law by practically unanimous vote of Congress.

The measure authorized an issue of $5,000,000,000 in bonds and $2,000,000,000 in certificates of indebtedness. By its provisions the Secretary of the Treasury, with the approval of the President, is authorized to loan $3,000,000,000 of the sums raised to the nations engaged in war with the enemies

of the United States. By July 6 a total of $1,303,000,000 credit had been advanced to the allied powers.

While the bill was pending in Congress, in order to conserve all the time possible Secretary McAdoo began a study of the immediate financial needs of the countries fighting against Germany, because it was realized that the first effective blows to be leveled at Germany would be dealt by quickly supplying to the nations battling against her all the necessary credits with which to buy the implements of war and the means of prosecuting the conflict vigorously, while the United States was assembling her military forces for active participation. This inquiry and a survey of our own immediate necessities was completed shortly after the enactment of the bond bill, and led the Secretary to place before the country a $2,000,000,000 issue of bonds as the first move to meet the situation.

74. *Short-Term Certificates.* In the meantime, through the Federal Reserve banks, there were offered short-term certificates of indebtedness running for a few months and bearing interest at the rate of 3 and 3¼ per cent per annum. These issues were offered periodically in amounts of about $200,000,000 each, and before the bond issue was completed something approaching $1,000,000,000 had been obtained in this way. These funds were loaned to the nations making war on Germany by the purchase of their securities running for the same length of time and bearing the same rate of interest as the bonds of the United States.

It was announced that the certificates of indebtedness would be received from any subscriber of bonds as a payment on bonds allotted to him. By this utilization of certificates of indebtedness, extending over a period of a number of weeks, practically one-half of the loan had been absorbed by the country and the necessary transfer of credits adjusted before the bonds had actually been subscribed and issued. This contributed largely to the prevention of any monetary disturbance in the unprecedented financial operations of the Government.

THE LIBERTY LOAN.

It was on the 2d of May that the initial offering of $2,000,000,000 of bonds was announced. The entire bond issue was christened "The Liberty Loan of 1917." The

money raised by it is for the purpose of waging war against autocracy. It is to supply the sinews of battle in the interest of free government.

75. *Details of the issue.* Following the announcement of the amount, on the 14th of May the details of the bonds were given to the public. The bonds were dated June 15, 1917, and bore interest at the rate of 3½ per cent per annum from that date, payable semi-annually on December 15 and June 15. They will mature June 15, 1947, but may be redeemed on or after June 15, 1932, in whole or in part, with accrued interest, on three months' published notice, on any interest day; in case of partial redemption, the bonds to be redeemed will be determined by lot by such method as may be prescribed by the Secretary of the Treasury. The principal and interest of the bonds will be payable in United States gold coin of the present standard of value, and the bonds are exempt, both as to principal and interest, from all taxation, except estate or inheritance taxes, imposed by authority of the United States or its possessions, or by any State or local taxing authorities. The bonds do not bear the circulation privilege but are receivable as security for deposits of public money.

76. *Conversion.* Provision has been made by Secretary McAdoo in accordance with the act of Congress for converting the Liberty Loan 3½ per cent bonds into bonds paying a higher rate of interest, if bonds bearing a higher rate are issued by the United States Government during the war with Germany.

77. *Partial payment.* In order to make it as easy as possible for the people of the country to participate in the loan a plan of partial payments was evolved extending over as long a period as the necessities of the financial operations of the Government would permit. The dates for payment in installments follow:

Two per centum on application;
Eighteen per centum on June 28, 1917;
Twenty per centum on July 30, 1917;
Thirty per centum on August 15, 1917;
Thirty per centum on August 30, 1917.

78. *Form of bonds.* The bonds will be issued in both coupon and registered form, the coupon bonds being in denomi-

nations of $50, $100, $500, and $1,000. Registered bonds will be issued in denominations of $100, $500, $1,000, $5,000, $10,000, $50,000, and $100,000. Coupon bonds are payable to bearer, and the interest is payable upon presentation of interest coupons attached to the bonds, one for each six months' period. Registered bonds are registered in the name of the holder on the books of the Treasury and are payable, as to principal, only to the person whose name appears on the face of the bond. The interest on such bonds is payable by check to his order at the end of each six months' period.

79. *Floating the loan.* In floating the loan, Secretary McAdoo took every means to make it a popular loan and to give every citizen of the United States an equal opportunity to subscribe for the bonds. He made two trips through the country in order to explain the necessities of the Government, the great value of the bonds, and the wisdom of the people investing in them.

The Federal Reserve System afforded a great instrument for the organization of the necessary machinery to distribute information, sell the bonds, and collect the vast amount of money placed at the disposal of the Government. The 12 Federal Reserve banks, which are the fiscal agents of the Government, became the headquarters of their respective districts in handling the loan. The direction of the whole operation was centered in the Treasury Department, and the plan of dealing with the several districts through the Federal Reserve banks resulted in the establishment of a workable organization that handled the situation expeditiously and effectively. Great credit is due to the Federal Reserve banks. The National banks, State banks, trust companies, private banks, bond houses, newspapers, express companies, department stores, and many other private corporations, firms, organizations, and individuals patriotically cooperated with the Government to receive and transmit applications for the Liberty Loan without expense to the United States or to the applicants. Never before was the whole machinery of business and enterprise organized into a great voluntary machine for service to the country without expectation of compensation or hope of reward, except the satisfaction that it contributed immeasurably to the

success of the greatest loan in our history, and thus to the cause for which the loan was made.

The payment of subscriptions was so arranged as to prevent the slightest ripple in the financial situation. This was accomplished by redepositing in the banks to the credit of the Government the funds which were subscribed by the banks or their customers, the deposits being subject to the Government's call and remaining with the banks until needed. This process avoided the withdrawing of the money from circulation and locking it up in the Treasury. On the contrary it was left with the banks and was available for the country's credit needs for withdrawal by the Government as needed. When withdrawn from one bank in settlement of bills or obligations it meant simply the transfer to another institution, and in this way the money placed to the credit of the Government was kept in constant circulation.

80. *Number of subscribers and allotments.* The great popularity of the loan and the strength of the support of the people to the President is attested by the large oversubscription and the great number of subscribers. While returns are as yet incomplete it is estimated that more than 4,000,000 men and women of the United States subscribed for the bonds and that 99 per cent subscribed in amounts ranging from $50 to $10,000, their subscriptions aggregating $1,296,684,850, while the number of individual subscribers to $5,000,000 and over was 21, their subscriptions aggregating $188,789,900.

One of the chief purposes of Secretary McAdoo's campaign was to distribute the bonds widely throughout the country. The large number of subscribers, especially the large number of small subscribers, is most gratifying and indicates that the interest of the people was aroused as never before in an issue of bonds.

In making the allotment of $2,000,000,000 out of the $3,035,226,850 subscribed, the Secretary decided to allot in full all subscriptions for bonds from $50 to $10,000.

The subscriptions by Federal reserve districts were as follows:

Boston	$332, 447, 600
New York	1, 186, 788, 400
Philadelphia	232, 309, 250

Cleveland	$286, 148, 700
Richmond	109, 737, 100
Atlanta	57, 878, 550
Chicago	357, 195, 950
St. Louis	86, 134, 700
Minneapolis	70, 255, 500
Kansas City	91, 758, 850
Dallas	48, 948, 350
San Francisco	175, 623, 900

Allotments of bonds were made as follows:

Subscriptions.		Allotments.	
Up to and including $10,000	$1, 296, 684, 850	100 per cent	$1, 296, 684, 850
Over $10,000 up to and including $100,000.	560, 103, 050	60 per cent, but not less than $10,000 bonds.	336, 061, 850
Over $100,000 up to and including $250,000.	220, 455, 600	45 per cent, but not less than $60,000 bonds.	99, 205, 000
Over $250,000 up to and including $2,000,000.	601, 514, 900	30 per cent, but not less than $112,500 bonds.	184, 381, 800
Over $2,000,000 up to and including $6,000,000.	234, 544, 300	25 per cent, but not less than $600,000 bonds.	58, 661, 250
Over $6,000,000 up to and including $10,000,000.	46, 674, 150	21 per cent	9, 801, 600
$25,000,000	50, 000, 000	20 (*22*) per cent	10, 110, 000
$25,250,000	25, 250, 000	20 (*17*) per cent	5, 093, 650
Total subscriptions	3, 035, 226, 850		
Total allotment			2, 000, 000, 000

INDUSTRY, COMMERCE, AND LABOR.

81. *General statement.* From President Wilson's address to the people, April 15, 1917:

This let me say to the middlemen of every sort, whether they are handling our foodstuffs or our raw materials of manufacture or the products of our mills and factories: The eyes of the country will be especially upon you. This is your opportunity for signal service, efficient and disinterested. The country expects you, as it expects all others, to forego unusual profits, to organize and expedite shipments of supplies of every kind, but especially of food, with an eye to the service you are rendering and in the spirit of those who enlist in the ranks, for their people, not for themselves. I shall confidently expect you to deserve and win the confidence of people of every sort and station.

To the men who run the railways of the country, whether they be the managers or operative employees, let me say that the railways are the arteries of the nation's life and that upon them rests the immense responsibility of seeing to it that those arteries suffer no obstruction of any kind, no inefficiency or slackened power. To the merchant let me suggest the motto, "Small profits and quick service," and to the shipbuilder the thought that the life of the war depends upon him. The food and the war supplies must be carried across the seas no matter how many ships are sent to the bottom. The places of those that go down must be supplied, and supplied at once. To the miner let me say that he stands where the farmer does—the work of the world waits on him. If he slackens or fails, armies and statesmen are helpless. He also is enlisted in the great service army. The manufacturer does not need to be told, I hope, that the Nation looks to him to speed and perfect every process, and I want only to remind his employees that their service is absolutely indispensable and is counted on by every man who loves the country and its liberties.

82. *Military industries.* Skilled workers are needed in the Army and Navy, though the number as compared with that needed to furnish war supplies is small. In the Quartermaster Enlisted Reserve Corps (see paragraph 227) the occupations listed are motor-truck drivers, wagon masters, blacksmiths, electricians, saddlers, painters, labor overseers, teamsters, storekeepers, farriers, forge masters, horseshoers, bakers, cooks, butchers, clerks, and watchmen.

The Adjutant General's office (see paragraph 199) has sent orders to recruiting stations to enlist as many of the

following workers as possible: Blacksmiths, blasters and powdermen, cabinetmakers, wooden-boat calkers, bridge, house, and ship carpenters, clerks, cooks, divers, draftsmen, drillers, teamsters, electricians, enginemen, chauffeurs, farriers, firemen, masons, mine foremen, concrete foremen, painters, railroad construction men, glaziers, horseshoers, lithographers, machinists, oarsmen, skilled boatmen, mule packers, photographers, pipefitters, plumbers, riggers, riveters, harnessmakers, shoemakers, storeroom keepers, surveyors, transit men, tinsmiths, and students of engineering. In the Signal Enlisted Reserve Corps (see paragraph 230) the men needed are radio operators, experts in gas engines, experts in motor generators, motor-truck drivers, telegraphers, switchboard men, linemen, electricians, mechanics, and cooks. The Ordnance Enlisted Reserve Corps (see paragraph 229) requires men skilled in practically every trade and business, and *military training as a soldier is not required* before enlistment. The members of this section are required to perform the duties of their particular trade or business incident to furnishing troops with ordnance equipment, and are not required, except in emergency, to drill with rifles, perform guard duty, or other purely military duties. Only men of sound physique and good character will be taken. Application blanks may be obtained at Army recruiting stations (see paragraphs 199 and 229).

A large number of laborers of every variety will be needed in connection with the building and running of the 16 cantonments for the new National Army. A list of these camps will be found on map page 251 in the appendix.

83. *Naval trades.* The principal need of the Navy is for radioelectricians, machinists, firemen, and cooks. Bakers, musicians, yeomen, clerks, carpenters, coppersmiths, boiler makers, shipwrights, blacksmiths, painters, pharmacists, and ship fitters can also find employment in the Navy. Men who already possess a mechanical trade may be enlisted for duty in that trade, even if over 25, provided they are under 35 years of age. Many painters, boat builders, ship carpenters, coppersmiths, drillers, ordnance men, pipe coverers, riggers, and ship carpenters are needed at once in the navy yards. The civilian mechanical force at navy yards and other naval establishments ordinarily numbers about 25,000. Since the

1st of April this force has been increased to about 35,000, and it is daily being added to. This increase has been effected through the United States Civil Service Commission. Of approximately 10,000 men appointed, 8,500 have registered for employment with the commission's local boards of examiners at the yards and stations, and the remaining 1,500 have been certified through the direct efforts of the commission at Washington and its agents in the field.

Applications for entrance into this service should be addressed to the Civil Service Commission, Washington, D. C., or to the nearest District Headquarters. (See Appendix, State Registers.)

84. *War industries.* Skilled workmen will in most cases serve their country best if they remain at their posts and increase their care and efficiency in contributing to the preparation of war supplies. Workers engaged in the manufacture of war materials should remember that their activities are second only in importance to those of the men in the trenches. Therefore until called to military duty they should stay at their tasks. Even when drafted if their worth appears of primary importance to the officials they may be exempted (see paragraph 241).

85. *New industries.* New industries incident to our entrance into the war will have to be started. Materials which in the past were imported from Germany must be manufactured in this country owing to the state of war. The fact that in peace time over 90 per cent of our surgical instruments were imported from Germany is indicative of the reorganization which will be necessary.

Plans are already under way which will make possible the manufacture within our borders of instruments for military as well as domestic use. The situation is, furthermore, of particular importance to drug manufacturers, and it may be mentioned that such a drug as salvarsan will be available from production in this country. This drug was formerly imported from Germany but will now be manufactured in America.

By direction of the President certain plants will be immediately constructed for the production of nitrates from atmospheric nitrogen. The plants to be constructed do not involve the use of water power, but use a process which is a

modification of processes previously known; and the total expenditure involved in these projects is about $4,000,000. Nothing further can be said at this time about the process or the location of the works which are to be constructed. Of the total amount appropriated by Congress, namely, $20,000,000, substantially $16,000,000 remains undesignated as to its expenditure by the President.

The committee, consisting of the Secretaries of War, Interior, and Agriculture, to which the President referred the question of the selection of a site or sites for the development of water power, has made no report to the President on that subject, but is engaged in the making of further engineering studies, and the subject is temporarily closed to further discussion by localities and communities desiring to be considered as possible sites for the plants.

86. *Retail trades.* In this field, as in all others, stress must be laid on the necessity for rigid economy, but special note may be made of the desirability for cutting down expenses in the way of delivery of merchandise. Small purchases may well be carried home, and the waste of the present delivery system may be largely eliminated by not returning goods. If unnecessary expenses of this sort are eliminated, a large number of men will be released for war service, and the equipment employed will be made available for other purposes. In this connection the advisability of buying products raised or manufactured in the vicinity may also be stressed. This will effect great savings in transportation and will help to avoid waste of perishable articles.

87. *Shipbuilding.* On July 13 Major Gen. George W. Goethals, then general manager of the Emergency Fleet Corporation, made public his program for ship construction. The program as embodied in the following extracts from a letter to President William Denman of the Shipping Board, may be altered, in view of changes in the Shipping Board and the nomination, by the President, of Edward N. Hurley, as chairman of the Shipping Board, and of Rear Admiral Capps, U. S. N., as general manager of the Emergency Fleet Corporation.

I.

SHIPS NOW BUILDING.

Contracts for 348 wood ships have been let, or agreed upon, with a tonnage capacity of 1,218,000 tons, at a cost, completed, of approximately $174,000,000. In addition I have under negotiation contracts for about 100 wood ships. Contracts for 77 steel ships have been let, or agreed upon, with a tonnage of 642,800 tons, at a cost of approximately $101,660,356.

There are thus provided 425 ships of all sorts, with an aggregate tonnage of 1,860,800, at a cost of approximately $275,000,000, besides 100 more wood ships under negotiation. I shall continue to let all contracts for wood ships (of design approved by the Naval Architect of the Corporation) which I can secure from responsible bidders.

II.

CONSTRUCTION OF STANDARDIZED SHIPS.

My main reliance for getting the greatest amount of the most serviceable tonnage in the shortest time will be on the construction of fabricated steel ships of standard pattern. For that purpose I shall use, to some extent, the existing yards.

On July 16 I shall offer contracts for the building of two plants (to be owned by the Government) for the construction of fabricated steel ships, to produce 40 ships of an aggregate tonnage capacity of 2,500,000 tons within the next 18 to 24 months. The additional contracts for wood ships, which I expect to place, together with the full number of fabricated steel ships which it is planned to build, will require more money than Congress has authorized. When I know how much will be needed, it will be necessary to ask Congress for further sums.

III.

COMMANDEERING OF SHIPS IN YARDS.

On July 16 I shall deliver to shipbuilders a general statement of the program which I have long been maturing for commandeering ships now under construction for private account (such ships having an aggregate tonnage considerably in excess of 1,500,000 tons).

The essence of this program is to commandeer all such ships and expedite their construction by adding labor and cutting out refinements. By thus federalizing each yard, giving it Government help and putting it on a speed basis, we shall produce its greatest efficiency. As fast as the berths are cleared each yard will be devoted to the production of a single type of tonnage for which it is best suited. I count upon the complete cooperation of the yards.

There is great need for men in the shipbuilding trades, and our shipyards should be supplied with all the labor

that they can use. It is estimated that some thousands of skilled carpenters and other woodworkers will be available, and though these would be far from sufficient they may be counted upon to form the nucleus of a larger body. One skilled man could direct the work of 25 or more who, if they have had any experience in the use of tools, can do the work required.

Thousands of young men from the colleges who are not subject to draft are to be called upon to serve as apprentices in the yards in which the fleet of wooden ships are to be built to carry supplies to Europe. The task of organizing this force to speed up the building program has been placed in the hands of the employment service of the Department of Labor, under the leadership of Mr. C. T. Clayton. (See also paragraph 103.)

88. *Steel industry.* At a conference on July 12 between the committee of the American Iron & Steel Institute and the Secretary of War, the Secretary of the Navy, Chairman Denman, of the Shipping Board, and Mr. Bernard M. Baruch, of the Advisory Commission of the Council of National Defense, discussion was had of the prospective demand upon the steel industry of the country for supplies of various steel products for carrying on the war. The steel men repeated their assurance that their entire product would be available for the need, and that they were doing everything possible to stimulate an increased production and speed deliveries.

The price to be paid for the iron and steel products furnished was left to be determined after the inquiry by the Federal Trade Commission is completed, with the understanding that the price, when fixed, would insure reasonable profits and be made with reference to the expanding needs of this fundamental industry.

The representatives of the Government assured the committee of the steel institute that it was the intention of the Government to distribute the war requirements over the entire iron and steel producing capacity of the country.

The large steel plants are searching continually for skilled machinists, and even men with but slight experience can find employment with high wages in almost any manufacturing place.

89. *Munitions.* Among war industries the manufacture of munitions naturally occupies a position of primary importance. The large plants are all busy and production has increased enormously over that of a year ago. The large factories have been building additional annexes, without, however, stopping production, and industrial conditions have thereby been improved. The large volume of business in most cases has already necessitated the plants being operated 24 hours a day, one shift of laborers immediately following another.

The firearms available for commerce will be limited, but the Government in letting its contracts has in no case placed orders with firms which, because of the new work undertaken, would curtail the production already begun for the allies.

90. *Coal.* The coal situation has caused considerable difficulty to those responsible for the welfare of this branch of the country's organization.

The Bureau of Mines has for a number of years been engaged in studying this problem and has by this time completed a number of reports that tend to solve many of the difficulties met with in the burning of coal. These reports are not only of extremely great value to the engineers and firemen of power plants, but they are also a practical aid to the householder in keeping up his furnace in an economical manner. Many of the conclusions can be put into operation at once with a great saving of coal and without any expensive new equipment being installed. As an illustration, the substitution of coke for anthracite coal in many localities is very desirable on the score of economy, and the bureau desires to stimulate the use of coke as a domestic fuel because of its cleanliness. The reports may be obtained by applying to the Director of the Bureau of Mines, Washington, D. C.

The following statement has been authorized by the committee on coal production of the Council of National Defense after a meeting of the full committee:

The primary purpose of the committee on coal production, as outlined when it was created, is to increase coal production so that an adequate supply will be available. How well it has accomplished this purpose is shown by the following figures:

Bituminous coal loaded at the mines in the United States for rail movement amounted in May to nearly 40,000,000 tons, or over 7,000,000 tons more than was loaded in May a year ago and 4,000,000 tons more than in April of this year. Anthracite shipments in May were over 1,300,000 tons more than for May a year ago. This mine activity probably makes a record month for rail shipments to the consumers, and figures already reported for the first half of June show that a still further increase is going on which is expected to make June exceed May by a substantial tonnage. So far this year, therefore, the mines have been surpassing previous records.

A proposal that coal prices during the war be fixed by a joint governmental commission composed of the Secretary of the Interior, the defense council's coal-production committee, and the Federal Trade Commission was approved on June 27 by a special committee of coal operators representing the trade in all sections of the country.

The operators voted to establish in Washington a permanent bureau for cooperation with the Government. It will be a clearing house of the coal association.

WAR-RISK INSURANCE.

91. *Purpose.* The Bureau of War-Risk Insurance of the Treasury Department writes war-risk insurance on American vessels and their cargoes and on masters, officers, and crews of American vessels. Plans are under consideration to have it also undertake the insurance and indemnification of officers and enlisted men in the Army and Navy of the United States. (See paragraph 182.)

92. *Insurance on vessels and cargoes.* In the week following August 1, 1914, at the outbreak of the war, war-risk rates on cargoes and hulls were almost prohibitive and shippers paid as high as 25 per cent and 30 per cent to cover war risks through the North Sea. South American rates were up to 20 per cent, while rates to India and the Far East ranged from 15 per cent to 20 per cent.

On August 7, 1914, Secretary McAdoo called a conference of business interests and suggested that a Bureau of War Risk Insurance be established in the Treasury Department to afford to our suffering commerce at reasonable rates the necessary protection against war risks. At the suggestion of the Secretary a bill was accordingly introduced in Con-

gress and enacted into law on September 2, 1914. On September 3, the next day, the bureau was organized and ready for business. It has proved of immeasurable service to the business of the country, affording protection against war risks at reasonable rates. The total amount insured from September 2, 1914, to June 30, 1917, was $623,964,598.

A general schedule of rates has been published, and definite rates are quoted when the bureau is advised of the name of the vessel, the voyage (all ports named), the amount of insurance required, the name of the insured, and the approximate sailing date.

All quotations are made for 48 hours' acceptance and filing of application, accompanied by certified check (made payable to the Treasurer of the United States) in payment of the premium, and with the warranty that the vessel will sail within 15 days from the date of the application. No insurance will be accepted after a vessel has sailed.

93. *Life and accident insurance.* With the approval of the President, Secretary McAdoo on May 2, 1917, recommended that the powers of the War-Risk Insurance Bureau of the Treasury Department be enlarged so as to permit the granting of war-risk insurance on the lives of officers and seamen of American merchant ships, just as war-risk insurance on the hulls and cargoes of the vessels themselves is granted. The bill was passed by Congress and was signed by the President on June 12, 1917. This additional insurance protection provides not alone for insurance of the lives of the men against the risks of war upon the high seas but also for certain indemnities for injuries, as well as for compensation during captivity. Exercising the power granted to him by law, the Secretary has issued an order requiring the owners of vessels to take out war-risk insurance for the officers and crews of their vessels traveling in the war zone. The insurance is permissive for the rest of the world.

94. *Policies* of insurance protecting the officers and seamen of the American merchant marine are on a form known as blanket contracts, one policy being issued to cover the entire complement (master, officers, and crew) of the vessel. For identification purposes an application is required in connection with each policy, upon which is listed the name of each individual, his nationality, address, position occupied,

rate of wages per month (including bonuses), and the amount for which he is insured, and this form must be completed before the policy is written.

The form just referred to is known as the final application. It is preceded, in practically every case, by a "provisional" application. This form is necessary because in most cases the crew of the boat is not completed until just before sailing, and it is almost impossible for the vessel owners or charterers to furnish a final application until after the boat has sailed, and in order to effect the insurance until such time as the final application can be completed and forwarded to the bureau, "provisional" application referred to above serves to bind the insurance.

95. *Amount of insurance.* The policy is effective in the event of death, dismemberment, permanent and total disability as the result of any act of war, or detention after capture by an enemy of the United States, and the amount of insurance provided is based on earnings. In all cases where the monthly earnings of the individual insured, including the bonuses, amounts to less than $125 per month, the amount of insurance granted is $1,500. In all cases where the monthly wage, including bonuses, exceeds $126, but not $416.66, the amount of insurance is 12 times the monthly earnings. In cases where the monthly earnings exceed $416.66, i. e., $5,000 per annum, the amount of insurance is $5,000; in other words, the minimum amount of insurance provided under the present form for seamen is $1,500 and the maximum $5,000.

The policy pays 100 per cent for loss of life, both hands, both arms, both feet, or both legs, or both eyes; for loss of one hand 50 per cent, one arm 65 per cent, one foot 50 per cent, one leg 65 per cent, one eye 45 per cent, and total destruction of hearing 50 per cent.

96. *Detention by enemy.* In the event of detention by an enemy of the United States following capture, compensation is paid at the same rate as the earning of the detained person immediately preceding such detention for the period of detention, until such time as the total compensation so paid shall amount to the principal sum for which the individual is insured, all payments provided for in the policy to be made to the master, officer, or member of the crew,

except that a payment for loss of life will be made to the estate of the insured for distribution to his family, free from liability at death, and payment for compensation on account of detention will be made to dependents of the individual insured, if designated by the person detained. Aggregate payments with respect to any one person shall not exceed the principal sum for which that individual is insured. A new policy is provided for each trip.

COMMERCE AND TRANSPORTATION.

97. *Railroads.* New and pressing problems have likewise confronted those who are responsible for the commerce of the country. European experience at the outset of the war illustrated the absolute necessity for keeping the country's railroad service in a condition as near to that of normal times as was possible. Thanks to this lesson and the realization of its supreme importance, the railroads have been able to a large extent to meet unusual problems of transportation and to avoid serious blockades. One thing above all others must continue to be borne in mind by those men engaged in railroading—stay at your posts until you are definitely instructed to enter other service.

Skilled railroad men will form one of the first units to be sent to France, and the American Engineering Commission is now in Russia. The operating efficiency of the railroads must be maintained for a successful mobilization, but there will have to be a thorough economizing on rolling stock. While passenger service itself should be kept commensurate with the needs of the traveling public, some of the luxuries of travel, such as parlor, chair, observation, and lounging cars, etc., will have to be cut down. All special excursion trains, local accommodation trains poorly patronized, may have to be reduced for the duration of the war. The authorities controlling transportation have an important function to perform in fixing the priority of freight. War industries must have the first call on cars for shipment and for transporting raw material. Industry will feel the pressure of war here as scarcely anywhere else, and much criticism and many hardships are bound to occur. With limited rolling stock, "business as usual" in all branches is scarcely possible.

The Interstate Commerce Commission has created a division of car service under the authority conferred by the car-service act approved May 29, 1917, amending section 1 of the act to regulate commerce, to deal with the movement, distribution, exchange, interchange, and return of freight cars. Complaints and communications regarding car service received by the Interstate Commerce Commission will be handled through the new division. The carriers have appointed local car-service committees at some 25 points throughout the country, and the National Industrial Traffic League has appointed similar committees of shippers at the same points, the aim being to secure harmony and cooperation between shippers and carriers. The commission suggests that these committees should meet jointly where necessary to adjust local affairs; any irreconcilable differences which arise may be referred to the carriers' commission on car service or to the division of car service of the Interstate Commerce Commission for adjustment.

Mr. Fairfax Harrison, chairman of the Railroads War Board, has made the following statement:

The railroads of the United States, as part of their effort under the direction of the Railroads War Board to make available a maximum of transportation energy for the movement of freight necessary for the successful conduct of the war, report the elimination of passenger trains aggregating 16,267,028 miles of train service per year.

This is done by the railroads to save man power, fuel, and motive power, that they may be applied to the transportation of necessities.

Every ton of coal, every locomotive, every mile of track space, every man whose duties are absorbed by an unnecessary passenger train can be put to effective use in freight service, and nothing is more necessary at the moment to insure the safety and prosperity of the country than that the railroads be able to handle the utmost possible amount of freight. The railroads gave in April some 15 per cent more freight service, with practically the same facilities, as in the same month last year.

The elimination of passenger service already reported will make available for other purposes over 1,120,000 tons of coal.

98. *Inland water transportation.* The problems confronting those responsible for inland water transportation are, in many ways, similar to those of railroad operators. The Council of National Defense has organized a commission on inland water transportation whose function will be the systematizing of the work of companies engaged in this work.

It is hoped through this agency, to aid in some degree in meeting the existing shortage in freight cars in sections where water transportation is possible.

Mr. Fairfax Harrison, of the Railroads War Board, has made the following statement:

> The railroads will welcome any practicable water transportation and are prepared to cooperate cordially with responsible persons or corporations who may provide such water transportation by the exchange of traffic, the assurance of joint through bills of lading, and, if necessary, where conditions justify it, by joining the water carriers in the building of tracks to connect the railroads with the wharves and landings of water carriers.

99. Shipping must be provided not only for transport and munition service, but also to carry food and coal and steel to our allies. Italy must have coal and steel from outside her borders if her munition factories are to run at full schedule. No Italian offensive can be effective if coal and steel are not imported. This brings a call to our miners, railroads, and merchantmen.

100. *Merchant marine engineers and officers.* On June 20 Mr. William Denman, then chairman of the Shipping Board, announced a country-wide call by the board for engineers to serve on the forthcoming war fleet of the merchant marine.

Not less than 5,000 additional engineer officers will be needed on American ships in the next 18 months. Anticipating this demand, the board will establish marine engineering schools, in which to train men not now qualified to receive papers. Each term will last one month. The expense of tuition is borne by the Shipping Board. Marine engineers of all grades, oilers, and water tenders, and stationary engineers, are eligible for the classes.

As the rules of the Steamboat-Inspection Service covering qualifications of applicants for examination have been recently modified, the Shipping Board expects a response to its call from all parts of the country.

After passing their examinations, engineer students will be given an opportunity for further training under service conditions until wanted on ships of the new merchant marine.

The board is also recruiting for the merchant service 5,000 masters and mates, and is establishing a chain of

schools in navigation on both coasts to train those needing preliminary instruction.

There are seven schools in New England: At Harvard and Technology, New Bedford, Portland, Rockland, Machias, and Boothbay Harbor. A second chain of the schools embraces Greenport, L. I.; Atlantic City; Cape May; Crisfield, Md.; Philadelphia; Baltimore; and Norfolk. A third will embrace Charleston, Jacksonville, Mobile, New Orleans, and Galveston, and a fourth Los Angeles, San Francisco, and Portland, Oregon. Schools will be established later at points on the Great Lakes.

The engineering schools which opened July 2 are at Institute of Technology, Cambridge, where 150 men a month can be handled in a class; Stevens Institute, Hoboken, N. J.; Johns Hopkins University, Baltimore; the Case School of Applied Science, Cleveland; the Armour Institute, Chicago; Washington University, Seattle; and Tulane University, New Orleans.

The following is a list showing the names and addresses, together with the territory covered by the various district officers, of the United States Shipping Board, Emergency Fleet Corporation:

W. H. Hand, jr., Customhouse, Boston, Mass. East Massachusetts to Maine, inclusive.

Eads Johnson, 115 Broadway, New York, N. Y. New Jersey (outside the Delaware River), New York, and to eastern Massachusetts.

G. R. McDermott, Room 302, 1319 F Street NW., Washington, D. C. Chesapeake and Delaware, and Atlantic coast from Philadelphia to Norfolk.

W. C. McGowan, 505 Heard Building, Jacksonville, Fla. North Carolina, South Carolina, Georgia, Atlantic and Gulf coast lines of Florida to and including the Apalachicola River on the west.

Warren Johnson, 817–819 Hibernia Bank Building, New Orleans, La. From the Apalachicola River on the east to, but not including, the Mississippi River on the west.

Charles N. Crowell, 1316 Carter Building, Houston, Tex. Texas and the Mississippi River.

A. F. Pillsbury, 310 Sansome, San Francisco, Cal. Pacific coast.

John F. Blain (under Capt. Pillsbury), Securities Building, Seattle, Wash. Seattle and vicinity.

Aliens who are not subjects of the German Government or of its allies may serve as watch officers on American ships

in foreign trade by appearing before local inspectors of the Steamboat-Inspection Service and obtaining licenses from them.

LABOR.

101. *The labor supply.* Even industries not directly connected with the war are feeling its results in many ways. For one thing the departure of men who joined the military forces or who entered other fields has given rise to a serious employment problem. It is of especial importance that such a condition should not be allowed to grow acute, for a sharp decline in the production of articles only remotely connected with the war might seriously embarrass the Government. The employment service of the Department of Labor is organizing labor with a view to making prompt responses to appeals from vital industries.

102. *Labor exchanges.* The question of securing an adequate labor supply naturally falls within the work of the Department of Labor. Through its employment service, which is represented in all parts of the country, efforts are being made with a view to securing necessary mechanics for government arsenals and navy yards, shipbuilders for construction of merchant vessels which are to be erected under the direction of the Shipping Board, and unskilled workers for the tillage of the soil.

The possibilities and usefulness of the Federal Employment Service are well illustrated by the dispatch with which the first order of the Shipping Board for assistance was filled. Within four days after the appeal had reached the Department of Labor its officers throughout the country had succeeded in locating some 15,000 men experienced in shipbuilding who were available for Government work.

An account of the work being done to solve the problem of farm labor will be found in the sections on agriculture (see paragraphs 119 to 121, inclusive). Particularly noteworthy is the work of the United States Boys Working Reserve. (See also the lists of labor bureaus in the State registers, Appendix, pages 203ff.)

For a description of the need for maintaining labor standards see under "Domestic welfare," paragraphs 1 to 8, inclusive.

103. *The United States Public Service Reserve.* On July 12 the Department of Labor announced plans for establishing for adults a working reserve similar to the successful Boys' Working Reserve. This will be called the United States Public Service Reserve. Those who are willing to engage in such service, whether in a voluntary or wage-earning capacity, are asked to enroll. Detailed information as to the qualifications of each member will be secured, studied, and recorded. Arrangements have been made to get prompt information of opportunities for service. Available members will be put in touch with governmental departments and other employers who need men for work of value to the Nation.

A certificate of enrollment and an appropriate badge or button will be given each member. The application form of the reserve states:

I hereby apply for membership in the United States Public Service Reserve, United States Department of Labor, and request registration in its records of the accompanying description of my training, experience, aptitudes, and capacity for service. I further request the United States Public Service Reserve whenever it learns of a need, in public or private employment, for service in the national interest of a man of my qualifications, to notify me, with full particulars, including duties and compensation, and thereby afford me an opportunity to assist under the auspices of the reserve. I make this application because I desire a practical opportunity in this war emergency to contribute personal service by doing work that will aid the general welfare.

The Public Service Reserve will furnish an authorized national organization for listing those desiring service and supplying those needing it. It will supplement the regular employment service of the Department of Labor, which is now placing about 20,000 men a month, by supplying a reservoir of available men of all degrees of skill and attainment who are ready and able to meet emergencies as they arise. In bringing possibilities of employment under governmental departments to the attention of its members it will make clear that such positions are attainable only on conforming

with the applicable requirements of the Civil Service Commission. It will encourage and enlist the help of all organizations engaged in vocational training in order that the transfer of men from unessential to essential industries may be facilitated. It will seek the cooperation and try to stimulate and utilize the activities of the various technical, professional, and other organizations which have been doing excellent work in mobilizing their members for national service. It will furnish an official channel through which opportunities for service may be communicated to the members of such organizations. It will seek to enroll as many as possible of those whose applications are already on file in Washington, in order that they may be more readily found when the need for assistance arises.

The organization will be conducted by a director (Mr. W. E. Hall) responsible to the Secretary of Labor, who will be assisted by associate directors and advisory committees of technical and other experts. As the work extends, the State councils of defense will be asked to nominate State directors and boards. These officers, together with representatives to be appointed by technical societies and other affiliated organizations, will constitute a general council.

Offices have been opened by the Department of Labor; forms have been prepared and the work of enrolling members has begun. Applications for membership may be directed to the United States Public Service Reserve, Department of Labor, 1712 I Street, Washington, D. C.

104. *Labor adjustments.* Another function of this department especially significant at the present time is that of mediation and conciliation in labor disputes. Working in close cooperation with the Council of National Defense, the department has put forth every effort with a view to preserving peace, to the end that the maximum of production may be obtained. The seriousness of the situation which prevailed in the industries of England at the beginning of the war is familiar to us all. To avert a repetition of such a calamity in this country the Department of Labor is using its every energy. To mention only one instance will visualize the importance of this work. Appeals have been made hitherto by another branch of the Government to the em-

ployers and workmen of the tin-plate industries to increase to the utmost their output, that there may be available a sufficient supply of tin cans for the packing of foodstuffs. Trouble arose in several large factories, but through the intervention of the Department of Labor the difficulties were composed and a stoppage of work which would have resulted in irreparable loss was avoided.

A willingness to adjust hours and wages through arbitration is required both of employer and of employee if the maximum of efficiency is to be preserved.

The laboring classes should guard against legislation which would decrease the restrictions on hours and conditions of work and on child labor beyond the point of greatest efficiency.

AGRICULTURE AND THE FOOD SUPPLY.

105. *General Statement.* From President Wilson's address to the people, April 15, 1917:

We must supply abundant food for ourselves and for our armies and our seamen, not only, but also for a large part of the nations with whom we have now made common cause, in whose support and by whose sides we shall be fighting.

I take the liberty, therefore, of addressing this word to the farmers of the country and to all who work on the farms. The supreme need of our own Nation and of the nations with which we are cooperating is an abundance of supplies, and especially of foodstuffs. The importance of an adequate food supply, especially for the present year, is superlative. Without abundant food, alike for the armies and the peoples now at war, the whole great enterprise upon which we have embarked will break down and fail. The world's food reserves are low. Not only during the present emergency, but for some time after peace shall have come, both our own people and a large proportion of the people of Europe must rely upon the harvests in America.

Upon the farmers of this country, therefore, in large measure rests the fate of the war and the fate of the nations. May the Nation count upon them to omit no step that will increase the production of their land or that will bring about the most effectual cooperation in the sale and distribution of their products? The time is short. It is of the most imperative importance that everything possible be done, and done immediately, to make sure of large harvests. I call upon young men and old alike, and upon the able-bodied boys of the land, to accept and act upon their duty—to turn in hosts to farms and make certain that no pains and no labor is lacking in this great matter.

The Government of the United States and the governments of the several States stand ready to cooperate. They will do everything possible to assist farmers in securing an adequate supply of seed, an adequate force of laborers when they are most needed, at harvest time, and the means of expediting shipments of fertilizers and farm machinery, as well as of the crops themselves when harvested. The course of trade shall be as unhampered as it is possible to make it, and there shall be no unwarranted manipulation of the Nation's food supply by those who handle it on its way to the consumer. This is our opportunity to demonstrate the efficiency of a great democracy, and we shall not fall short of it!

Let me suggest, also, that everyone who creates or cultivates a garden helps, and helps greatly, to solve the problem of the feeding of the nations; and that every housewife who practices strict economy puts herself in the ranks of those who serve the Nation. This is the time for America to correct her unpardonable fault of wastefulness and

extravagance. Let every man and every woman assume the duty of careful, provident use and expenditure as a public duty, as a dictate of patriotism which no one can now expect ever to be excused or forgiven for ignoring.

106. *Need for increasing food supply.* "The world's wheat production for 1916, because of the bad weather conditions and presence of disease affecting wheat, was comparatively low. As compared with the five-year average it was short 88,000,000 bushels, but as compared with the record crop of 1915, it was 386,000,000 short, so that there was carried over into the present year only 164,000,000 bushels. Moreover, no Russian wheat could be drawn upon by the outside world.

"In the United States the crop of winter wheat is very definitely far below the normal. Even with the increased acreage for spring wheat the forecast for the United States is but 656,000,000 bushels. The lowest unofficial Canadian forecast is 250,000,000 bushels, giving us for the United States and Canada 906,000,000 bushels. Adding to this the possible 100,000,000 bushels which may be carried over from the present and we have an approximation of 1,006,000,000 bushels.

"If we base our calculations on our present rate of consumption, we will need for this coming year for the manufacture of flour for the United States and Canada 550,000,000 bushels. We shall need to hold for seed for the crop of 1918 90,000,000 bushels. There will be needed in the various industries 10,000,000 bushels, and if we try to hold as a reserve to carry us over, only half of our present surplus, namely, 50,000,000 bushels, we will need to hold for the United States and Canada a total of 700,000,000 bushels.

"At the most conservative estimate our allies will need 550,000,000 bushels of wheat and 425,000,000 bushels of feed grain to carry them through until the next harvest. The prospects in the United States indicate that our yield of corn, oats, rye, barley, kaffir and other feed grains will enable us to meet the second requirement, but if we use our wheat as we are using it at present we will have but 300,000,000 bushels to export." (From Ten Lessons on Food Conservation.)

107. *Organization for meeting the task.* In the Federal Department of Agriculture, the State departments of agriculture, and the State agricultural colleges and experiment stations the Nation already possesses officially organized agencies which for many years have been actively studying all agricultural problems. These agencies are working in very close cooperation and are and have been actively directing their energies to the handling of such problems as are presented by this emergency. In addition to these central and field forces the department and the State agricultural colleges maintain in a large number of counties men and women county agents, whose functions are described below. The Nation also is fortunate in possessing many important farmers' organizations, such as the Grange, the Farmers' Union, the American Society of Equity, the Gleaners, the Farmers' National Congress, the American National Live Stock Association, the National Wool Growers' Association, and many others. These organizations are cooperating actively with Federal and State agencies in the development of national programs for production and conservation of food.

Agricultural conferences were called by the Secretary of Agriculture and held at St. Louis, Mo., and Berkeley, Cal., early in April, 1917, and were participated in by representatives of the United States Department of Agriculture and representatives of State agricultural colleges and State agricultural commissions. These conferences suggested the creation in each State, either separately or, preferably, in connection with the State council of safety, of a small central agricultural body, composed of agricultural officials and representatives of agricultural colleges, of farmers' organizations (such as the Grange, the Farmers' Union, the American Society of Equity, the Gleaners, the Farmers' National Congress, and others), of bankers' and business agencies, and of women's organizations. Such agencies now have been created in nearly every State in the Union and have rendered very effective service in connection with the organization of agriculture. The conference also suggested the creation of county, township, or urban bodies of similar constitution, working in close cooperation with the State central agency,

to study and deal with problems of food production and conservation.

The Secretary of Agriculture, on April 18, recommended to the Senate an appropriation of $25,000,000 for enlarging very greatly the force of the department engaged in cooperative demonstration work, instructing in home economics, combating destructive insects and diseases, conserving perishables on the farm, and safeguarding the seed stocks for 1918, including provision for additional Assistant Secretaries. He proposed also a complete survey of the food supply, the licensing of all industrial establishments important to agriculture or connected with the food supply, preference to agricultural needs in the movement of freight, enlargement of the telegraphic market news service, and in extreme cases the purchase of food products by the Government, with authority to store and subsequently dispose of them.

On May 5 the Secretary of Agriculture issued the following appeal to the women of the United States:

Every woman can render important service to the Nation in its present emergency. She need not leave her home or abandon her home duties to help the armed forces. She can help to feed and clothe our armies and help to supply food to those beyond the seas by practicing effective thrift in her own household.

Every ounce of food the housewife saves from being wasted in her home—all food which she or her children produce in the garden and can or preserve—every garment which care and skillful repair make it unnecessary to replace—all lessen that household's draft on the already insufficient world supplies.

To save food, the housewife must learn to plan economical and properly balanced meals, which, while nourishing each member of the family properly, do not encourage overeating or offer excessive and wasteful variety. It is her duty to use all effective methods to protect food from spoilage by heat, dirt, mice, or insects. She must acquire the culinary ability to utilize every bit of edible food that comes into her home. She must learn to use such foods as vegetables, beans, peas, and milk products as partial substitutes for meat. She must make it her business to see that nothing nutritious is thrown away or allowed to be wasted.

Waste in any individual household may seem to be insignificant, but if only a single ounce of edible food, on the average, is allowed to spoil or be thrown away in each of our 20,000,000 homes, over 1,300,000 pounds of material would be wasted each day. It takes the fruit of many acres and the work of many people to raise, prepare, and distribute 464,000,000 pounds of food a year. Every ounce of food thrown

away, therefore, tends also to waste the labor of an army of busy citizens.

While all honor is due to the women who leave their homes to nurse and care for those wounded in battle, no woman should feel that, because she does not wear a nurse's uniform, she is absolved from patriotic service. The home women of the country, if they will give their minds fully to this vital subject of food conservation and train themselves in household thrift, can make of the housewife's apron a uniform of national significance.

Demonstrate thrift in your homes and encourage thrift among your neighbors.

Make saving rather than spending your social standard.

Make economy fashionable lest it become obligatory.

EMERGENCY ACTIVITIES OF THE UNITED STATES DEPARTMENT OF AGRICULTURE.

108. The emergency which the country faced as a result of its entrance into the war has called for the extension of the work of the Department of Agriculture along certain lines more rapidly than under normal conditions. Much is now being done along emergency lines in most of the offices and bureaus of the department by readjusting different kinds of work so as to give most emphasis where it is now most needed; but the emergency needs will be cared for much better when additional funds for this purpose are provided.

109. *County agents.* The number of men county agents will be greatly increased as soon as funds become available. The plans contemplate the extension of the county agent work to all the rural counties of the Union in which there is need for the work and the placing of an additional agent in some of the counties already organized. The number of men agents at present is about 1,400. These agents have to do primarily with the introduction of improved methods of production, conservation, and distribution of crops and live stock, and with assisting people to organize for effective local effort. The women county agents will assist women and girls in their problems of production and conservation, especially in the work of home canning and drying. The staff of about 500 women county agents will be increased. These women experts, 35 of whom in one State are giving instruction in canning, will be instrumental in conserving millions of quarts of food.

Women agents will be placed for the first time in cities. Thus many of the larger cities of the country will be provided with women advisers on home economics. These will demonstrate methods of food conservation and utilization and will in some cases also stimulate the production of food. The women county agents in the agricultural counties will perform similar services. Through both men and women agents the formation of pig, poultry, and other clubs devoted to food production and conservation among young people will be stimulated. The choice of these men and women lies with the director of extension work in each State. The number employed will depend upon the number of trained men and women available.

110. *Information.* To keep the people fully and promptly informed as to the agricultural and food situation and to supply official directions for carrying out their individual parts in the national agricultural program, the department maintains an Office of Information the function of which is to cooperate with the daily, weekly, and agricultural and trade press.

As part of the campaign for the dissemination of information to individuals and to the public press, the Weekly News Letter of the department is supplied to the department's personnel, to a large number of its volunteer cooperators, and to editors of interested publications. In addition to the news items and this weekly publication, the department publishes a large number of bulletins, circulars, leaflets, and posters. Of the last named a total of more than 8,000,000 copies dealing with emergency subjects have been issued since April 1. The department has added to and improved its Farmers' Bulletin series during the last few months. To meet the emergency, over 3,000,000 copies of Farmers' Bulletins were distributed during the first three months after the war was declared. Some of these bulletins dealt with such subjects as "drying fruits and vegetables in the home," "canning," "the small vegetable garden," "fighting garden pests," "the use of corn meal in the home," "bread making," and with many other subjects which have to do with production, conservation, and distribution of food.

Upward of 14,000,000 Farmers' Bulletins were distributed last year, and this year the department expects greatly to

increase the circulation. They are obtained free by writing to the Division of Publications, United States Department of Agriculture, Washington, D. C.

The department conveys its knowledge even more directly through the county agents, field representatives, and special agents, and through the field and teaching forces of the cooperating State agricultural colleges and experiment stations. These agents carry the information directly to the people, and through actual demonstration, wherever this is practicable, prove the local value of the measures suggested.

The chief Federal sources of information regarding the agricultural service and the food conservation are, of course, the Department of Agriculture, the Department of Labor, and The Food Administrator, Washington, D. C. (See below.)

State sources are:

(1) The agricultural college of each State.

(2) The agricultural departments of the various States (situated at the State capitals).

(3) The various State commissions appointed to relieve the present condition (situated at State capitals).

(4) County agents, representing both the State agricultural college and the United States Department of Agriculture.

(5) Local branches of the Food Supply Commission.

(6) Local committees of the Council of National Defense.

The number of agencies interested in food supply and conservation is enormous and can not be listed. It is believed that these agencies will do well to associate themselves with the appropriate local committees of the State and Federal food councils and work with them. All have work to do, but the efforts of all can be best conserved by working together.

111. *How to get aid from the Department of Agriculture.* To secure help from the United States Department of Agriculture one need only write to the department, stating the problem as clearly as possible or asking for help in some special field. The inquiry will be referred to those qualified to answer the questions, and the information will be sent in the form of printed material or individual letter. Or one may telephone or write to the county agent or the State agricultural college or experiment station for assistance.

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The average citizen is safe in assuming that if his problem has to do with anything that grows in the ground, or is derived from any animal, anything that is used for food, anything that is useful for clothing, produced or capable of being produced in the United States, the Department of Agriculture is interested and either has an answer to his question or can help him to an answer. In the present emergency the department is mobilizing its information with the object of answering questions likely to arise under the new conditions.

112. *How to volunteer for agricultural emergency service.* The department suggests that those who wish to volunteer to help the Nation in matters of food production and food conservation should report to their county agents (see paragraph 109), to the field representatives of the department assigned to their localities, or to their State agricultural colleges or State councils of defense. The State colleges cooperate so closely with the Federal Department of Agriculture that volunteers who work with the colleges render national service just as much as if they had tendered their service directly to the department at Washington.

The department, in utilizing agricultural volunteers, endeavors to use them in their own localities where their knowledge of local conditions will be of special service. Typical examples are the volunteer organizations which work with the county agents, who represent both the Federal Department and the State agricultural colleges. The hundreds of field men sent by the department on special missions similarly aim to interest and enlist, as volunteers, selected people of each locality. Thus, in handling the emergency farm-labor problem, the department developed a national plan, but worked through local agencies in each county who knew, at first-hand, the local farm-labor situation.

113. *Agricultural associations.* Never so much as now can agricultural organizations be of service, In cooperating with Federal and State authorities, disseminating information, and arranging for cooperation in buying, use of machinery, supplying labor, and transportation and marketing, they have a great opportunity to serve both the farmer and the Nation. It is a time for all to get together, to

check inefficiency and friction, and the slogans of every citizen should be "Intelligent cooperation," "Get together."

114. *City gardens.* A home garden should be grown on every farm and a back-yard or vacant-lot garden for every city family if possible. The results of this will be slight by comparison with what may be obtained by more intensive cultivation of farms, but they are nevertheless of decided importance.

The Boy Scouts and the Camp Fire Girls have been set to work at the cultivation of certain strips of land, and the attempt is being made by some agencies to institute model farms and to train young boys in agricultural work.

115. *Live stock.* The raising of live stock must be increased. This applies to all types of stock. Horses will be needed in large numbers to supply the new National Army, as well as for use in agriculture and industry. Great numbers of horses have been lost in the war, and this curtailment has caused an appeal for cooperation to be sent to all breeders in this country and Canada. Sheep raising is of vital importance in view of the serious shortage of wool. Pork production should be increased substantially through the more extensive use of fall litters, better care, and better feeding. Beef-cattle breeding should be encouraged and milk production could be increased by more liberal and intelligent feeding. Poultry products should be increased.

Special campaigns to increase the production of hogs and poultry, the two animal products capable of most rapid increase, will be carried on by the Bureau of Animal Industry. Work in forming boys' and girls' pig clubs and poultry clubs will be pushed in cooperation with State agricultural colleges. The bureau also will seek to bring about the more general production of infertile eggs after the hatching season and will assist to save beef heifers of the West from slaughter and to distribute them to other sections, especially the Southeast, for breeding purposes. Campaigns for increased production and fuller utilization of dairy products and for fuller development of farm sheep raising also will be conducted by the bureau.

116. *Cattle diseases.* In addition to the efforts to stimulate directly the production of live stock the Bureau of Animal Industry will seek indirectly to increase production by com-

bating animal diseases throughout the country on a more intensive scale than ever before. In its attempt to free the South from cattle-tick fever, so that more and better cattle can be raised in that section, the United States Department of Agriculture has had one of its biggest tasks. This disease annually takes, directly and indirectly, a toll of millions of dollars from the cattle industry. The fever is transmitted by the cattle tick, and the conquest of the disease, therefore, depends upon the elimination of the parasite. This has been accomplished over considerable areas by the dipping of the infested cattle in arsenical baths. If kept from cattle, the pests soon perish and the area cleared of them becomes free from the disease.

The work of exterminating the cattle-fever tick is being carried on now throughout the quarantined area of the South by the Federal Government, the States, counties, communities, and individuals. In the 10 years during which the department has been campaigning against the cattle-tick fever an area of 312,012 square miles has been freed from the tick. All persons wishing to help put their communities in condition to produce more and better meat should align themselves with the agencies active in their communities, or if work is not yet under way should write to the United States Department of Agriculture, Washington, D. C., for suggestions in regard to starting operations.

The Department of Agriculture is waging in portions of the West a fight against the serious disease of sheep scabies. Excellent results have been secured so far. Of the original 17 States quarantined against the disease in 1903, Texas and 9 counties in California now remain under quarantine. Individuals residing in sections where the disease still exists who wish to assist in the work should write for suggestions to the United States Department of Agriculture.

117. *Control of insects and predatory animals.* Throughout the country the Bureau of Entomology is assisting wherever possible in the control or extermination of insect pests which injure plants and animals. The annual damage to the wheat crop alone during the years 1909 to 1912 was estimated at from 6 to 7.4 per cent. The bureau, through the teaching of control measures, has in many instances been able to prevent damage which would have cost

millions of dollars. Persons observing insects working damage to crops or animals, especially strange insects, should immediately notify the bureau at Washington, D. C.

It is contemplated that if funds are made available for the purpose, the Bureau of Entomology and the Bureau of Biological Survey will extend their activities in the field to protect crops and live stock. The former bureau will assist in organizing communities for combating insect pests, both of crops and live stock. The latter agency will increase its field force of hunters, trappers, and poisoners of predatory animals and small animal pests which attack crops in the sparsely settled States of the West.

118. *Aid to plant industries.* Primarily the Bureau of Plant Industry carries on experimental and research work for the benefit of the agriculture of the country. One of the most important of the activities which directly benefit the individual farmer, developed largely since the war emergency has arisen, is concerned with the locating of seed stocks and their efficient distribution. A committee created for the most part from the bureau is carrying on an active canvass of the country with the aim of gathering information in regard to all important seeds in which a shortage has occurred or is likely to occur. Farmers or seedsmen who have surplus stocks of seeds may cooperate with the bureau by informing it in regard to their holdings.

It is also endeavoring to make it possible for farmers to know the quality of seed which they purchase. To this end the seed-testing laboratories have been enlarged, and arrangements are being made with dealers in seed to specify on packages holding seed the germinability and purity and, where it is important, the place of origin of the seed.

The bureau also is doing special advisory work in the identification and control of plant diseases, placing emphasis on the cereals, potatoes, beans, and truck crops. It is enlarging its work relating to the storage of both Irish and sweet potatoes with a view to making these crops available throughout the year as economic conditions warrant. The greatly enlarged peanut production will receive consideration, as the bureau plans to assist by giving growers the latest advice on harvesting and curing the crop. Those interested in these or other special agricultural activities should make their wants known to the department.

FARM LABOR.

119. *Federal and State cooperation.* To meet the very pressing demand for farm labor the United States Department of Agriculture and the United States Department of Labor, the latter using the United States employment service, are working through Federal, State, and city cooperative systems, State commissioners of labor and agriculture, State committees on food production and conservation, State agricultural colleges, county agents, county organizations, and local community committees, with the object of supplying as far as possible a farm hand for every vacancy, either during the growing season or at harvest time.

The Department of Agriculture represents the Federal authorities in determining farm-labor needs and in assisting in organizing all available farm labor in the rural districts. A State farm-help specialist representing the department is engaged in this work in nearly every State.

The Department of Labor devotes its attention to organizing labor in urban communities and industrial regions, and when necessary cooperates in obtaining extra labor from the populous centers.

The plan provides for strictly local handling of labor problems that can be adjusted locally. Farm laborers are sent from outside into a county only to fill actually vacant places. The farmer in need of help is expected to notify the local committee in his community or the county agent, telling how many men he needs and when he must have them, or he may get in touch with the State agricultural college or the State farm-help specialist representing the United States Department of Agriculture. All local men without work are referred to the farmers, who make their vacancies known to the Government. Demands that can not be supplied from rural and village communities are referred to the United States Department of Labor. It is necessary that every farmer needing help shall make his wants known.

The Boys' Working Reserve provides a material addition to the supply of labor available for farm use. For an account of this reserve, see paragraph 121.

120. *State labor exchanges.* Many States have organized their labor forces so as to provide a source from which agri-

culture and industry may draw a supply at times when workmen are particularly needed. One State has about 250 free employment offices. Another has been divided into employment districts and a free employment office has been established in each, the work being carried on under the direction of the labor division of the State Council of National Defense. A large number of county agricultural agents are cooperating, and these are also under the general supervision of the council. In order to supply the needs of the farmers as quickly as possible several thousand copies of the State employment prospectus and application blanks were distributed in the rural districts. All the larger employers have been card catalogued and the information thus obtained will aid in pooling labor so that it may be made available at short notice. Not only will this aid the employers, but it will materially lessen the time lost by workers in finding new positions and will thus avoid unemployment.

A public employment bureau has been organized in another State, and within a week positions for 500 men were found in a single city. The work has been so satisfactory in every way that it is planned to continue it on a larger scale. Many civic and commercial organizations have offered their aid in assisting this bureau.

Unofficial organizations are also working to solve the problems of bringing employees and employers together. Such an organization as the Intercollegiate Intelligence Bureau, interested primarily in the service of college men, may be mentioned in this connection. (See paragraph 70 and also the U. S. Public Service Reserve, paragraph 103).

121. *The Boys' Working Reserve.* In order to place boys on farms or in industries where they may be of particular service during their summer vacations, many organizations have already gathered information to aid boys seeking employment of this type. The Boys' Working Reserve, with headquarters in the United States Department of Labor, Washington, D. C., was planned to fill this need. Mr. W. E. Hall is the director and the work is carried on through a committee composed of the heads of the State defense councils and the heads of representative boys' organizations. The object of the boys' reserve is to enlist boys within the ages of 16 and 21 for work upon farms, in shipyards, and in other

national enterprises. The work of organization has already been accomplished in many States, and boys in considerable numbers have been placed in camps to receive intensive farm training, as well as on some of the farms on which they are to work. Other organizations, such as the Y. M. C. A. and Boy Scouts and many church clubs and local patriotic organizations, have lent immediate and capable support to this important enterprise. A list of State directors chosen to date will be found in the appendix, pages 203 to 226. Boys desiring to enter this work should make application to these men.

LOANS TO FARMERS.

122. In addition to placing an adequate labor supply at the farmer's disposal, it is necessary that he be provided with the capital which he requires.

Under the Federal farm-loan act, approved July 17, 1916, 12 Government controlled and cooperatively owned Federal land banks have been established in the United States to lend money to farmers or prospective farmers at 5 per cent interest for land purchase and farm development. To secure these loans first mortgages are taken on land, these mortgages running from 5 to 40 years, at the option of the borrower. They are retired on the amortization, or partial payment, plan.

The 12 Federal land banks are under the supervision of the Federal Farm Loan Board, a bureau of the Treasury Department. The board is composed of the Secretary of the Treasury as chairman ex officio; George W. Norris, farm-loan commissioner; Herbert Quick; W. S. A. Smith; and Charles E. Lobdell.

Any person desiring to avail himself of the services of this system should communicate with the Federal Land Bank serving the district in which he resides. The banks and the States served by each are shown as follows:

Springfield, Mass., serving Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, and New Jersey.

Baltimore Md., serving Pennsylvania, West Virginia, Virginia, Delaware, Maryland, and District of Columbia.

Columbia, S. C., serving North Carolina, South Carolina, Georgia, and Florida.

Louisville, Ky., serving Tennessee, Kentucky, Indiana, and Ohio.
New Orleans, La., serving Louisiana, Mississippi, and Alabama.
St. Louis, Mo., serving Illinois, Missouri, and Arkansas.
St. Paul, Minn., serving North Dakota, Minnesota, Wisconsin, and Michigan.
Omaha, Nebr., serving South Dakota, Wyoming, Nebraska, and Iowa.
Wichita, Kans., serving Colorado, New Mexico, Kansas, and Oklahoma.
Houston, Tex., serving Texas.
Berkeley, Cal., serving California, Nevada, Utah, and Arizona.
Spokane, Wash., serving Washington, Montana, Oregon, and Idaho.

The Federal Farm Loan Board has issued several bulletins explaining the details of the system, and these bulletins will be sent free to any inquirer who will write to the Federal Farm Loan Board, Washington, D. C., or to the bank of his district. (See Map, page 253.)

ASSISTANCE IN MARKETING.

123. In the wide field of distribution and preparations for distribution—the handling, packing, transporting, storing, and merchandising of agricultural products after they have been produced—the Bureau of Markets of the Department of Agriculture is seeking in every way possible to help the producer as well as the consumer. In the four years during which the work has been in progress much has been done in surveying and analyzing the complex factors which enter into the marketing of agricultural products; in giving the farmer and consumer a clearer insight into marketing operations; in giving advice and demonstrating methods; and in making public a body of knowledge in regard to the volume of products handled and stored, the amounts of products produced in certain sections, and the demand existing in various market centers—knowledge on which producers and consumers have found it possible to act to their advantage.

With funds made available in the food-production bill just enacted by Congress the bureau will extend these activities and will take up additional lines of work of special value in the present emergency. In the effort, for example, to save the large quantity of perishable fruits and vegetables which annually spoil because of improper handling the bureau will extend its present demonstrations and inves-

tigations in the proper handling of perishables. This work will be carried on with as many producers, shippers, carriers, and warehousemen as can be reached. Producers will be advised as to improved methods of picking, sorting, handling, and packing their perishable products and will be shown how to construct or alter storage houses for a maximum efficiency. Shippers will be assisted in perfecting methods of inspection and will be advised in regard to the most advantageous loading and shipping arrangements. The bureau will seek to reduce the losses of perishables still further by demonstrating to carriers and urging upon them the use of improved refrigerator cars which give greater refrigerating efficiency while they are economical in ice consumption and permit heavier loading.

To better the general marketing conditions of the country by making public accurate information in regard to the supply of and demand for various agricultural products, the bureau will materially extend its market-news service under the food-production bill. This service consists in the making public of facts in regard to the production of various agricultural products, car-lot shipments and their destinations, and receipts, prices, normal consuming power, demand, and other conditions in a number of large market centers. The bureau last year covered by its news service a number of the most important fruits and vegetables, some throughout the country for the entire season and others in relatively restricted regions or for only a portion of the season. The service also covered live stock and meats throughout the country, in so far as shipments in car lots to central markets were concerned, and a number of large consuming markets in the East. Under the extended news service practically all important fruit and vegetable products will be covered throughout the country and during the entire season, and reports on receipts of meats will be received from a number of additional consuming markets. The service also will be broadened to include butter, cheese, eggs and poultry, and grain, hay, and seeds.

In addition to its work through the market news service, for more efficient distribution, the bureau will seek to assist in solving the more local problems of certain large cities due to the increased production in their neighborhoods of truck

farms and home gardens. To carry on this work it is hoped to station agents in a score or more of cities where marketing problems are more acute and to endeavor to bring about the marketing of the crops with minimum waste and losses. If practicable, these agents will each day publish information showing the amounts of different products on the market and the amounts likely to be received in the immediate future. The bureau also will seek to stimulate direct marketing by placing in certain cities agents who will advise on the most advantageous and economical methods of parcel-post and express marketing.

The Bureau of Markets now furnishes data of great economic value in stabilizing market conditions through its reports on cold-storage holdings of food products. In the last few years this service has been built up gradually by obtaining volunteer reports from an increased proportion of storages until now practically every storage company in the country is cooperating in making known the exact state of our food supplies held under refrigeration.

In order that the public may know how much food is available in the country from all sources the Bureau of Crop Estimates, the Bureau of Chemistry, and other branches of the department, with funds provided expressly for that purpose by Congress, expect to begin immediately a country-wide survey of food resources. The aim of this survey will be to disclose the quantities of various foodstuffs on farms, in factory and storage houses of all kinds, in stores and shops, and in the homes of consumers. Actual inventories will be made of holdings by large concerns, and surveys will be made of supplies on farms, in homes, and in the hands of small retail dealers. Estimates also will be made of average family consumption. As a basis for these estimates careful studies will be made of the holdings and consumption of representative families in certain sections. Such families may facilitate the work of the survey greatly by furnishing information in their possession and by helping the field agents to gather such information as involves the taking of inventories.

The Bureau of Markets has issued a number of bulletins presenting the results of its studies on the marketing of farm products, which should be helpful in solving some of the problems of producers. These publications may be had by

application to the Department of Agriculture, Washington, D. C. Where publications do not apply, the bureau, on presentation of problems by letter, also often may be able to offer helpful advice.

EXPORTS.

124. The President has made the following statement with regard to the policy of export control, power over which was vested in him by an act of June 15, 1917:

It is important that the country should understand just what is intended in the control of exports which is about to be undertaken, and since the power is vested by the Congress in the President, I can speak with authority concerning it. The Exports Council will be merely advisory to the President.

There will, of course, be no prohibition of exports. The normal course of trade will be interfered with as little as possible, and, so far as possible, only its abnormal course directed. The whole object will be to direct exports in such a way that they will go first and by preference where they are most needed and most immediately needed, and temporarily to withhold them, if necessary, where they can best be spared.

Our primary duty in the matter of foodstuffs and like necessaries is to see to it that the peoples associated with us in the war get as generous a proportion as possible of our surplus; but it will also be our wish and purpose to supply the neutral nations whose peoples depend upon us for such supplies as nearly in proportion to their need as the amount to be divided permits.

There will thus be little check put upon the volume of exports, and the prices obtained for them will not be affected by this regulation.

This policy will be carried out, not by prohibitive regulations, therefore, but by a system of licensing exports which will be as simply organized and administered as possible, so as to constitute no impediment to the normal flow of commerce. In brief, the free play of trade will not be arbitrarily interfered with; it will only be intelligently and systematically directed in the light of full information with regard to needs and market conditions throughout the world and the necessities of our people at home and our armies and the armies of our associates abroad.

The Government is taking, or has taken, steps to ascertain, for example, just what the available present supply of wheat and corn is remaining from the crops of last year; to learn from each of the countries exporting these foodstuffs from the United States what their purchases in this country now are, where they are stored, and what their needs are, in order that we may adjust things so far as

possible to our own needs and free stocks; and this information is in course of being rapidly supplied.

The case of wheat and corn will serve as an illustration of all the rest of supplies of all kinds. Our trade can be successfully and profitably conducted now, the war pushed to a victorious issue, and the needs of our own people and of the other people with whom we are still free to trade efficiently met only by systematic direction; and that is what will be attempted.

Now, therefore, I, Woodrow Wilson, President of the United States of America, do hereby proclaim to all whom it may concern that, except at such time or times and under such regulations and orders and subject to such limitations and exceptions as the President shall prescribe, until otherwise ordered by the President or by Congress, the following articles, namely, coal, coke, fuel oils, kerosene and gasoline, including bunkers; food grains, flour and meal therefrom, fodder and feeds, meat and fats; pig iron, steel billets, ship plates and structural shapes, scrap iron and scrap steel; ferromanganese; fertilizers; arms, ammunition, and explosives shall not, on and after the 15th day of July, 1917, be carried out of or exported from the United States or its territorial possessions to Abyssinia, Afghanistan, Albania, Argentina, Austria-Hungary, Belgium, her colonies, possessions, or protectorates; Bolivia, Brazil, Bulgaria, China, Chile, Colombia, Costa Rica, Cuba, Denmark, her colonies, possessions, or protectorates; Dominican Republic, Ecuador, Egypt, France, her colonies, possessions, or protectorates; Germany, her colonies, possessions, or protectorates; Great Britain, her colonies, possessions, or protectorates; Greece, Guatemala, Haiti, Honduras, Italy, her colonies, possessions, or protectorates; Japan, Liberia, Leichtenstein, Luxemburg, Mexico, Monaco, Montenegro, Morocco, Nepal, Nicaragua, the Netherlands, her colonies, possessions, or protectorates; Norway, Oman, Panama, Paraguay, Persia, Peru, Portugal, her colonies, possessions, or protectorates; Roumania, Russia, Salvador, San Marino, Serbia, Siam, Spain, her colonies, possessions, or protectorates; Sweden, Switzerland, Uruguay, Venezuela, or Turkey.

The orders and regulations from time to time prescribed will be administered by and under the authority of the Secretary of Commerce, from whom licenses, in conformity with the said orders and regulations, will issue.

In witness whereof I have hereunto set my hand and caused the seal of the United States to be affixed.

Done at the city of Washington this 9th day of July, in the year of our Lord 1917, and of the independence of the United States of America the one hundred and forty-first.

[SEAL.] WOODROW WILSON.

By the President:

FRANK L. POLK.

President Wilson's statement, issued with the embargo proclamation, gives the reason for the control of exports:

In controlling by license the export of certain indispensable commodities from the United States, the Government has first and chiefly in view the amelioration of the food conditions which have arisen or are likely to arise in our own country before new crops are harvested. Not only is the conservation of our prime food and fodder supplies a matter which vitally concerns our own people, but the retention of an adequate supply of raw materials is essential to our program of military and naval construction and the continuance of our necessary domestic activities. We shall, therefore, similarly safeguard all our fundamental supplies.

It is obviously the duty of the United States in liberating any surplus products over and above our own domestic needs to consider first the necessities of all the nations engaged in war against the Central Empires. As to neutral nations, however, we also recognize our duty. The Government does not wish to hamper them. On the contrary, it wishes and intends, by all fair and equitable means, to cooperate with them in their difficult task of adding from our available surpluses to their own domestic supply and of meeting their pressing necessities or deficits. In considering the deficits of food supplies, the Government means only to fulfill its obvious obligation to assure itself that neutrals are husbanding their own resources and that our supplies will not become available, either directly or indirectly, to feed the enemy.

For the information of shippers the exports council has authorized the publication of a list comprising the articles which have already been determined to be included under the general headings mentioned in the President's proclamation of July 9. This list supersedes an unauthorized and incorrect statement hitherto published. Additions may be made to this list, if it is determined that other articles are properly included in the general headings given in the President's proclamation. Official notice will be given of such changes when they occur.

Export license is required at present for any article on the following list:

Coal, coke, fuel oils, lubricating oil, benzol, head-lantern oil, toluol, naphtha, benzene, red oil, kerosene, and gasoline, including bunkers.

Food grains, flour and meal therefrom, corn flour, barley, rice flour, rice, oatmeal and rolled oats, fodder and feeds, oil cakes and oil-cake meal, malt, peanuts.

Meats and fats, poultry, cottonseed oil, corn oil, copra, coconuts (desiccated), butter, fish (dried, canned, or fresh).

Grease (inedible or edible of animal or vegetable origin), linseed oil, lard, meats (all varieties), tinned milk, peanut oil and butter, rapeseed oil, tallow, tallow candles, stearic acid.

Pig iron, steel billets, steel sheet bars, steel blooms, steel slabs, ship plates and structural shapes, iron plates, I beams, mild-steel plates, rolled steel plates, steel channels, steel angles, mild-steel plates (ordinary tank quality), steel beams, steel plates one-eighth of an inch thick or heavier (steel sheets one-eighth inch thick or heavier are classed as steel plates), steel tees and zees, structural steel shapes, boiler plates, tank plates, steel doors, steel car frames, steel towers, scrap iron and scrap steel, ferromanganese.

Fertilizers, cattle manure (shredded), nitrate of soda, poudrette, potato manure, potassium salts, land plaster, potash, cyanamide, phosphoric acid, phosphate rock, superphosphate, chlorate potash, bone meal, bone flour, ground bone, dried blood, ammonia and ammonia salts, acid phosphate, guano, humus, hardwood ashes, soot, sheep manure (pulverized), anhydrous ammonia.

Arms, ammunition, and explosives, nitrate of potash, rosin, sulphur, saltpeter, turpentine.

FOOD CONSERVATION.

125. *General statement.* The food problem concerns not merely the producer but has reference to the consumer and to food conservation in general. Economy and thrift are the watchwords in this instance, and obviously the women must play a very important part in solving the food problem.

A nation-wide food inventory is proposed to be made by the Bureaus of Markets, Crop Estimates, and Chemistry, and the States Relations Service, United States Department of Agriculture. Its purpose is to find as accurately as possible the condition of the country's food stores and the normal consumption, in order that such action as may be necessary to insure a sufficient supply may be taken intelligently. An inventory is to be made of stocks in wholesale, jobbing, storing, and other commercial establishments, including large retail houses; and an estimate is to be made of raw products on the farms and of stocks of food in smaller retail stores and in the hands of consumers. Plans are being made for detailed dietary studies of one thousand or more families, and for a study of the current consumption of the country based upon investigations of more than 10,000 families.

126. The President, on May 19, issued a statement in which he indicated his intention of creating the position of commissioner of food administration and named Herbert C. Hoover for the position. Mr. Hoover cooperates with the Department of Agriculture. The President's statement contains the following paragraph:

It is proposed to draw a sharp line of distinction between the normal activities of the Government represented in the Department of Agriculture in reference to food production, conservation, and marketing on the one hand and the emergency activities necessitated by the war in reference to the regulation of food distribution and consumption on the other.

All measures intended directly to extend the normal activities of the Department of Agriculture in reference to the production, conservation, and the marketing of farm crops will be administered as in normal times through that department, and the powers asked for over distribution and consumption, over exports, imports, prices, purchase, and requisition of commodities, storing, and the like which may require regulation during the war will be placed in the hands of a commissioner of food administration appointed by the President and directly responsible to him.

127. Mr. Hoover, as national food administrator, has appealed in the interests of food conservation to the women of the country, saying that this is the idea of the food administration—

WIN THE WAR BY GIVING YOUR OWN DAILY SERVICE.

"Save the wheat: One wheatless meal a day. Use corn, oatmeal, rye, or barley bread, and non-wheat breakfast foods. Order bread 24 hours in advance so your baker will not bake beyond his needs. Cut the loaf on the table and only as required. Use stale bread for cooking, toast, etc. Eat less cake and pastry.

Our wheat harvest is far below normal. If each person weekly saves 1 pound of wheat flour that means 150,000,000 more bushels of wheat for the allies to mix in their bread. This will help them to save democracy.

Save the meat: Beef, mutton, or pork not more than once daily. Use freely vegetables and fish. At the meat meal serve smaller portions, and stews instead of steaks. Make

made dishes of all left overs. Do this and there will be meat enough for everyone at a reasonable price.

We are to-day killing the dairy cows and female calves as the result of high prices. Therefore eat less and eat no young meat. If we save an ounce of meat each day per person we will have additional supply equal to 2,200,000 cattle.

Save the milk: The children must have milk. Use every drop. Use butter milk and sour milk for cooking and making cottage cheese. Use less cream.

Save the fats: We are the world's greatest fat wasters. Fat is food. Butter is essential for the growth and health of children. Use butter on the table as usual, but not in cooking. Other fats are as good. Reduce use of fried foods. Soap contains fats. Do not waste it. Make your own washing soap at home out of the saved fats.

Use one-third ounce less per day of animal fat and 375,000 tons will be saved yearly.

Save the sugar: Sugar is scarcer. We use to-day three times as much per person as the allies. So there may be enough for all at reasonable price. Use less candy and sweet drinks. Do not stint sugar in putting up fruit and jams. They will save butter.

If everyone in America saves one ounce of sugar daily, it means 1,100,000 tons for the year.

Save the fuel: Coal comes from a distance and our railways are overburdened hauling war material. Help relieve them by burning fewer fires. Use wood when you can get it.

Use the perishable foods: Fruits and vegetables we have in abundance. As a nation we eat too little green stuffs. Double their use and improve your health. Store potatoes and other roots properly and they will keep. Begin now to can or dry all surplus garden products.

Use local supplies: Patronize your local producer. Distance means money. Buy perishable food from the neighborhood nearest you and thus save transportation."

There were by July 30, 2,000,000 pledges signed.

128. *Women's clubs, etc.* Women's clubs, settlement workers, church societies, and associations of every kind should

make it their business to stimulate efficient methods of the use and preservation of food. Canning, drying, preserving with sugar and salt, and the putting down of eggs and of meats by farmers should all be encouraged. And it is most important to remember that unless this work is well done it is time, money, and food wasted. Before you get to work, learn how. In every community there should be centers for instruction in food conservation. If information can not be obtained at home, write to The Food Administrator, Washington, D. C.

THE CIVIL SERVICE.

129. *General statement.* The United States Civil Service Commission is an official organization, designed to fill vacancies in governmental offices by a process of competitive examinations and selection on the basis of merit. The Civil Service Commission is an employment agency on a large scale, but it goes beyond the functions of the ordinary employment agency in that it tests the fitness of every person it certifies as eligible. Equipped as it is with quite 3,000 representative agencies—that is, local boards of examiners—situated in every part of the country, it is eminently qualified to perform the important service of bringing the man and the job together, so far as the needs of the Government are concerned.

130. *Mobilization of laborers.* In addition to supplying immediate needs, the commission, through its 3,000 local representatives, has canvassed the country and enrolled for future use about 35,000 mechanics of all kinds who have expressed their willingness to accept employment in a navy yard or arsenal if called upon. Other "mobilization" efforts of the commission consist of lists of the names, addresses, and specialties of the members of this spring's graduating classes of the colleges and universities; the name, character, and number of employees of every manufacturing plant in cities having a post office of the first or second class (about 3,000 cities in all); and the name, address, and specialty of practically every economic expert in the United States. These lists will be used as occasion arises in making direct and personal announcement of the Government's requirements in civil branches.

131. *Adjustment to war conditions.* The unusual burden which the war has imposed upon the Civil Service Commission is easily realized when we consider the tremendous number of offices created by our present situation. Manual laborers, workers in industry, technical, skilled, and even unskilled workmen of every sort are required by the Government in connection with the huge undertakings which

the war has made necessary. There was a tendency to abrogate civil service rules and open positions to noncompetitive appointment. Fortunately, this tendency was checked, and the carefully established system of past years will not give way under the difficulties of war.

132. *Examinations and applications.* Examinations are being given constantly at all the civil service offices in the greatest variety of subjects. If a man believes himself capable of giving genuine service to the Government he should inquire of the United States Civil Service Commission, at Washington, D. C., or of one of its 12 district secretaries (for list see Appendix, State Registers), or of the department concerned, in Washington; or of the United States Public Service Reserve (see paragraph 103); or of the Intercollegiate Intelligence Bureau (see paragraph 70).

Persons who wish to take an examination should observe the following directions: In writing for application forms or for information the name of the examination desired should always be stated. The application form when received should be carefully filled out in accordance with the instructions printed thereon and mailed without delay to the United States Civil Service Commission, Washington, D. C., or to the proper district secretary. (See Appendix, State Registers.) If the application is received by the district secretary in time for him to arrange for the examination, and the applicant is found to be entitled to the examination requested, a card will be sent to him in ample time to admit him to the examination if a mental test is required.

A large number of communications are received in which the writers fail to give their full post-office addresses, and in many cases the letters are not signed. Applicants should see that their names are plainly and correctly written and their post-office addresses (city, street, and number) given in full. A number of applicants fail to reach the Commission or district secretary on account of not having sufficient postage attached. Usually at least 4 cents is required. It is not necessary to inclose postage stamps in order to secure a reply from the district secretary.

The commission is authorized to exclude from any examination aliens and those who do not show the necessary physical and moral qualities.

133. *Available positions.* It is impossible to give even a partially complete list of the many positions open to competition. The usual peace-time positions, as well as the needs of war service, must be supplied, and new examinations are being announced every day. A very short selection from the announcements of examinations pending July 1 gives a good idea of the variety of positions offered in the civil service: Stenographer and typewriter; typewriter, every Tuesday, $900–$1,200; assistant superintendent artillery ammunition, $2,500–$3,000; assistant superintendent brass cartridge cases, $2,500; assistant superintendent small-arms ammunition, $2,500–$3,000; draftsman, Watertown Arsenal, $2,200; mechanical engineer, Frankford Arsenal, $2,200–$3,600; superintendent of equipment, $2,400–$2,800; superintendents of inspection, $2,500–$4,000; superintendent of small-arms ammunition, $5,000–$6,000; sub-inspector of ordnance, Navy Department, $4.48 per diem; apprentice draftsman, Ordnance Bureau, War Department, $480 per annum; assistant inspector of hull (wood) construction, $4–$6 per diem; chemist, Watertown Arsenal, $1,400 per annum; chief inspector of fuses, $3,000; expert radio aid, navy yard, $6 per diem; nautical expert, Hydrographic Office, $1,000–$1,800; special mechanic qualified in submarine construction, $5.04 per diem; topographic and subsurface draftsman, navy yards, $4.48–$5.04 per diem; superintendent manufacture of field and seacoast cannon, $4,000–$5,000.

134. *Location, rank, and salary* all vary—the latter ranging anywhere from $900 or $1,000 to $5,000 or more per annum. Appointments to positions directly created by the war are, in general, not permanent. On the other hand, they are more than temporary, as it is expected that, where an indefinite term is specified, the employment will continue at least six months after the termination of the war. Besides this, where a man shows himself exceptionally capable, he will have a good chance of being retained or transferred.

135. *Skilled labor and trained experts.* The war has caused an unprecedentedly large demand for skilled labor of many sorts, besides the need for individual experts, as indicated above. Industrial mechanics and ship draftsmen will be needed in large numbers in connection with the

shipbuilding program. The Treasury Department will need a large number of more or less trained employees in connection with the collection of the new taxes. There is an unsatisfied demand for typists and stenographers and draftsmen.

In filling all these positions, the merit system will be adhered to. Naturally it may be advisable, in certain cases, to give preference to women and to men not eligible for military service. Again, it may prove best to accept the large number of volunteers before taking those who will be paid. In addition, the authorities will avoid taking men already in useful and essential trades, and thus avoid crippling industry. All details, however, are comparatively unimportant; one thing alone is certain—the Government will do its best to get capable men and women in its civil service, just as in its military forces.

MEDICAL AND NURSING SERVICE.

MEDICAL SERVICE.

136. *General statement.* The Medical Departments of the Army and Navy are confronted with varied and difficult tasks of critical importance in caring for the health of our soldiers and sailors in training and active service, and in aiding our allies in medical work. From 665 medical officers in the Regular Army and 508 in the Navy when war was declared the personnel must be recruited up to at least 21,000 in the Army and 2,000 in the Navy. And this must be done without rendering ineffectual the work of our hospitals, medical schools, and general medical service at home. Not only must men be found, but material must also be provided (see paragraph 85), and special problems of disease prevention and the training and return to civil life of those injured in the war must be met.

137. *General medical board.* In the solution of these problems the chief medical officers of the Army, Navy, Public Health Service, and the Red Cross are assisted by the committee on medicine and surgery of the advisory commission of the Council of National Defense. This committee includes the general medical board, of which Dr. Franklin Martin is chairman, and a committee on standardization of medical and surgical supplies and equipment, of which Major F. F. Simpson is chairman. It is also represented on the general munitions board of the council. An insight into the close cooperation existing between all the official and civilian medical forces, and the recognition that the country's experts in every branch of medical science are being called into council begets confidence in the Nation's ability to win, as completely as human beings can, the fight against disease and injury. (See Council of National Defense, Appendix, page 199.)

REGULAR ARMY AND NAVY.

138. *Requirements.* Physicians, graduates of a reputable medical school, between the ages of 21 and 32 (in the Army

the age limit is 34 until Jan. 1, 1918), may apply for examination for a provisional commission in the Medical Corps of the United States Navy. If this and a physical examination are successfully passed, a four months' course at the Naval Medical School, Washington, D. C., is required, and if successfully completed the applicant may be commissioned in the Medical Corps. The same provision is made for Army service, save that the course in the Army Medical School is normally of eight months' duration. This course may be shortened to three or four months for the period of the emergency. Detailed regulations are given in Navy N., Nov., 364, 1917, Army, Form 132, revised Aug. 17, 1916. About 1,500 men are needed for the Regular Army Medical Corps while at the present time only a few are needed for the Regular Navy service. Applications for examination should be made to The Surgeon General, United States Army, or The Surgeon General, United States Navy, Washington, D. C.

139. *Licentiates of the national examining board* who desire to enter the regular service of the Army or Navy may submit an application in proper form, and the Army and Navy examining board at its discretion may accept the papers submitted to the national examining board, provided the candidates conform to the other regulations of service.

140. *The record of the medical service* of the Army is a brilliant one. Through the investigations of its members, yellow fever was conquered, typhoid driven from our own and European armies, beriberi brought under partial control in the Philippines, and hookworm in Porto Rico and pellagra in the South. Experts in medical administration have stated that the work of the medical service of the Navy, if less spectacular, is not less sound, and that the plans for the expansion of the Naval Medical Service represent a complete grasp of the needs of the emergency and an ability amply sufficient to meet them.

PUBLIC HEALTH SERVICE.

141. In this time of need the facilities of the Public Health Service, which is a bureau of the Treasury Depart-

ment, have been put at the disposal of the military forces. Their hospitals may be used by the Army and Navy, and their officers and employees may be detailed for service with the Army or Navy.

MEDICAL DEPARTMENT OF THE ARMY OFFICERS' RESERVE CORPS.

142. *Numbers needed.* At the lowest estimate 21,000 men, fully equipped for medical service, are needed for the Medical Reserve Corps. Most of these men must be volunteers, for the number of men who have completed their training before the age of 31 is negligible. The call comes, "Physicians 31 to 45, come across." On July 25 there were about 5,000 accepted on the Medical Reserve lists, and a total of 11,000 had been recommended for commissions.

143. *Mortality.* Reports have been circulated that 60,000 of the allies' physicians have already been killed in the war. This is impossible, for there are not 45,000 registered physicians in all Great Britain and France. The statement is absurd and without foundation. In the three months' battle of the Somme only 50 physicians were reported killed.

Col. T. H. Goodwin, of the British Medical Corps, who has been detailed in a consulting capacity to the office of the Surgeon General of the United States Army, has authoritatively contradicted rumors that have been current regarding the casualties among medical officers in France and Belgium. Having cabled to England for the exact information on this point, the following official reply was received by him:

Total casualties among medical officers on the western front from the beginning of the war to June 25, 1917, are as follows:

Killed	195
Wounded	707
Total battle casualties	902

In addition 62 medical officers have died from sickness.

"All statements to the contrary," says Col. Goodwin, "are false, arising from mistake, natural exaggeration, or from a deliberate and malicious attempt to discourage doctors from entering the medical service of the Army."

144. *Need for full quota.* In the United States there are 90,000 physicians and surgeons of military age, 22 to 55 years. Seven medical men for each thousand enlisted men, will be at least 21,000 for the first 3,000,000 men. This is a heavy load, but the medical service makes no greater demand than any other; it asks every man to do his duty, and do it voluntarily. It should be borne in mind that the consideration given to special training will vary with the number of physicians enrolled in the Medical Reserve Corps. If The Surgeon General has large numbers of men at his diposal, he can then assign men for duty as their training indicates. If he is hard pressed for men, then all the physicians in the force will be called on for general work. If the medical work is to reach its highest efficiency, the force, therefore, must be recruited up to not less than 21,000. Physicians by not enrolling prevent the soldiers from receiving expert treatment and rob the members of their own profession of the opportunity to make use of their long-trained talents.

145. *Volunteer system.* At present there is no possible way of filling the quota save through the volunteer system. If the war is soon to be won, our wounded must be cared for, healed, and returned; if peace is to come with the least possible destruction of human life, our Army hospitals have to be manned. And men *now* well trained must furnish the personnel, for physicians can not be made in 3 or 6 or 9 or even 12 months. Those now practicing must change their offices to the front.

MEDICAL RESERVE CORPS.

146. *The requisites for appointment* are as follows: The applicant must be a reputable physician (doctor of medicine), in good standing in his community, in the active practice of his profession, licensed to practice medicine in the State in which he resides, between 22 and 55 years of age, a citizen of the United States (first papers not sufficient), and physically and professionally qualified. Members of the National Guard are not eligible.

147. *The examination* proper is physical and professional. The physical requirements are stated in G. O. 66, 1910, and Circular No. 2, A. G. O., 1916. The visual requirements are

that the applicant have not less than 20/100 vision in each eye, fully correctible by glasses. If the applicant is found physically disqualified, the professional examination need not be proceeded with.

The professional examination is oral, but in case the oral examination is not satisfactory to the examiners the applicant will be given a written examination. In either case the examination will be in the following subjects: (*a*) Practice of medicine, including etiology, clinical description, pathology and the treatment of diseases; (*b*) surgery, principles and practice; (*c*) obstetrics and gynecology; (*d*) hygiene, personal and general, especially as to the prophylaxis of the more prevalent epidemic diseases.

Specialists will be examined in their specialty.

A complete set of papers includes the following:

(*a*) Personal history properly filled out and sworn to before a notary public. (Form 149.)

(*b*) Two testimonials as to citizenship, character, and habits.

(*c*) Physical examination report. (Form 138.)

(*d*) Report of the board as to qualifications of applicant. (Form 150.)

(*e*) Certificate of license to practice medicine in the State in which the applicant resides.

(*f*) Documentary evidence of citizenship if of foreign birth.

148. *The procedure for those applying for commissions* in the Medical Officers' Reserve Corps is as follows: Go to the examining board nearest you (see locations by reference to State lists, pages 203ff) and take with you documents sufficient to satisfy the requirements listed above. The board will examine you and forward your papers to The Surgeon General. If your papers are satisfactory, a commission will be issued. A complete statement of the composition and regulations of the Officers' Reserve Corps is given in Special Regulations 43, March 29, 1917. This may be obtained at local Army headquarters or at The Adjutant General's Office, Washington, D. C.

The regulations specified above, while stated in reference to the Medical Reserve Corps, apply, with the appropriate changes, to the Dental and Veterinary Reserve Corps. The

procedure for examination is the same. The dentists will need to fill a quota of 2,000.

149. *Preparedness League of American Dentists.* Dentists continuing at their practice have been organized into the Preparedness League of American Dentists, with a membership of 20,000. They have offered to repair the teeth of prospective recruits free of charge. This is a most important service, for many applicants are rejected because of defective teeth.

Similar work is being undertaken by physicians, who are volunteering to treat men rejected for physical defects which will readily yield to treatment.

150. *Men with training in laboratory work* which is useful for medical practice, but who are not doctors of medicine, can not, under the present law, be enrolled by the medical forces of the United States Army. Legislation may be altered in this regard, but in any case a limited number of men will be needed for special duty. Application may be made to Surg. Gen. Rupert Blue, United States Public Health Service, Washington, D. C.; Mr. John D. Ryan, director of military relief, American Red Cross, Washington, D. C.; General Medical Board, Munsey Building, Washington, D. C.; or the Surgeon General of the Army or the Navy.

151. *The women physicians* of this country are anxious to enter the Army medical service, and with this end in view the Medical Women's National Association, 32 North State Street, Chicago, Ill., has issued a call for 500 volunteers. No official ruling has yet been given in this matter, but those who are interested should address Dr. Rosalie S. Morton, chairman of the war service committee of the Medical Women's National Association, 701 Madison Avenue, New York City.

The women of Great Britain have maintained successful hospitals at the front, and women physicians in France, Russia, Serbia, Austria, and Germany have been active in the medical war service.

Whatever decision may be reached regarding the service of women physicians with the Army, they can be of very great assistance in maternity, infant, and child welfare work at home or abroad, and will doubtless be called upon to assist medical examining boards acting for those agencies which demand the services of women.

152. *Base hospitals.* It has been found useful to organize under the Red Cross at hospitals in various parts of the country hospital units, in which various medical specialists who have worked together in the past are included. These units during the period of their organization are under the Red Cross, but on being called into service automatically become an integral part of the Army, and their connection with the Red Cross then ceases. (See paragraphs 170, 162 to 164.)

These base hospital units have in addition to their medical and nursing personnel 153 enlisted personnel, for which they need ambulance drivers, cooks, wardmen, quartermasters, barbers, and some engineers, all of whom are enrolled for enlistment in the Enlisted Reserve Corps. Some of these units have already gone over seas, and it is expected that other units will follow them before the main body of our own troops is sent over.

153. *Ambulance service.* America has already aided the French in the service of the American ambulance, which has been operating hospitals and field ambulances since the beginning of the war. At the present time a large ambulance corps is being organized as a part of the National Army, and this corps will go to France for service with the French as soon as its personnel is enlisted and trained. They will be under the command of General Pershing when on French soil. The organization of this ambulance service is in charge of Col. Jefferson H. Kean. The equipment of this ambulance corps will consist of 2,000 ambulances, 100 two-ton trucks, 100 three-fourths-ton trucks, 100 light touring cars, and 100 motorcycles. The personnel of each section will consist of 1 sergeant (first class), 1 corporal, 2 orderlies, 2 clerks, 1 chief mechanic, 2 mechanics, 1 cook, 1 assistant, and 24 motor drivers. Five sections will be placed under a captain, and 20 sections will be commanded by a major. About half the number will be recruited from college men. Some of the men of this corps have already been placed in training at Allentown, Pa. (See paragraph 226.)

154. *Reeducation and rehabilitation.* A phase of medical work which has received great attention from the allies is that having to do with the reeducation and rehabilitation of men who may be maimed and crippled in the war. This problem

we too must face,. for, whether or not we shall return men from the front to America except when permanently disabled, we know now that we shall need in this country many hospitals to care for those chronically incapacitated and those whose injury robs them of their former usefulness and who must be reeducated as well as rehabilitated. Medical care and teaching must combine to rebuild some of our returned forces into a useful citizenship. Dr. Amar, one of the most noted French authorities, has said, "The time has come for organizing the work of the wounded in such a manner that each man may take his true place in the social machine and contribute according to his ability." At the end of the war we do not want those who have fought and have been permanently injured to feel that they are merely onlookers in our national life. This work of restoration will be considerable. The physicians studying the question have found that of the whole number of crippled men at least 80 per cent, and probably more, can be reeducated or trained to new occupations if their physical defects are given immediate treatment after they have left the Army hospital and their training is given the proper attention. From 70 to 80 per cent of the wounded returned to Canada have needed reconstruction work. The allied nations have been giving much attention during the latter period of the war to find proper occupations for the blinded and those who have lost an arm or a leg. Furthermore, much study has been given to the rehabilitation of men whose nerves have been shattered and who have become disheartened from the result of wounds from which they have recovered.

Some of the specific needs in connection with this work will be the early training of medical officers in reeducation work, the arrangement for the treatment of the wounded as early as possible by specialists, the establishment of reconstruction hospitals in this country, as far as possible adapting the existing institutions to the work, and the arrangement for occupational analysis of the wounded. It is interesting in this connection to note that three reconstruction hospitals in this country have already been authorized by the Government. Those who have country places suitable for reconstruction hospitals or convalescent camps are invited

to communicate with The Surgeon General of the Army or with the director of military relief, American Red Cross, Washington, D. C., or with the General Medical Board, Council of National Defense, Munsey Building, Washington, D. C.

155. *Home medical service.* In our anxiety to furnish adequate medical attention to our fighting forces we must not forget that we shall not be free from the cares of our home population. Physicians who are acting on the public health service should seriously consider whether entering Federal service will endanger the welfare of their own communities. We shall need to strengthen our lines of health defense at home or we shall be in no position to meet emergencies. This should be noted especially by those physicians on health boards at or near the great Army and Navy training sites. These localities must maintain the highest sanitary standards and the problem will be critically important and difficult. So important is this consideration that there are those who advocate obtaining the medical men needed by our troops through the processes of selective conscription.

It is important that maternal, infant, and child welfare should not be neglected in the present emergency, and physicians whose practice has been largely along these lines should probably continue in civilian service either at home or abroad.

156. *Nursing needs.* The nursing service in our own country will be severely taxed by reason of the calls made upon it for nurses to go to the front. Those who are fitted by physique, temperament, and education for nursing work should very seriously consider the advisability of going into training schools for nurses connected with our great hospitals and other institutions. We shall need nurses of thorough training now more than ever before, and mere first-aid or nurses-aid training will not fit women for difficult and responsible nursing positions.

157. *Medical students.* From the time war was declared, those in positions of authority have urged men at present enrolled in medical schools to continue their work of preparation. This must be emphasized again. The teaching personnel of our medical and student body must be kept at their

present work, for upon them depends the welfare of our army and the community in the years to come. It is a serious question whether medical schools should not continue in session throughout the entire year without the usual interruptions of vacations. The same advice is given to schools for dental surgery and pharmacy. Students who anticipate entering the medical profession and in their college work have made preparation for a medical education should be encouraged to continue in their original intention.

THE AMERICAN RED CROSS.

158. The American National Red Cross is the only volunteer society now authorized by this Government to render aid to its land and naval forces in time of war. Any other society desiring to render similar assistance can do so only through the American National Red Cross. (General Order No. 170, War Department, 1911.)

159. *Functions.* The purposes of the American National Red Cross are:

1. To furnish volunteer aid to the sick and wounded in time of war.

2. To act in matters of voluntary relief and in accord with the military and naval authorities as a medium of communication between the people of the United States of America and their Army and Navy.

3. To carry on a system of national and international relief in time of peace, and to apply the same to mitigating the sufferings caused by pestilence, famine, fire, floods, and great national calamities.

Funds. The society is supported by voluntary contributions.

FORM OF ORGANIZATION.

160. *Central organization.* The governing body consists of a central committee numbering 18 persons, appointed in the manner following: Six by the incorporators, 6 by the representatives of the State and Territorial societies, and 6 by the President of the United States, one of whom shall be designated by him as chairman, and one each to be named by him from the Departments of State, War, Navy, Treasury,

and Justice. The central committee appoints an executive committee of 7 persons from its own members. At present the national officers are: President, Hon. Woodrow Wilson; vice president, Robert W. De Forest; treasurer, Hon. John Skelton Williams; counselor, Hon. John W. Davis; secretary, Charles L. Magee; chairman central committee, Hon. William Howard Taft; vice chairman, Eliot Wadsworth.

The work of the society is carried on under the War Council appointed by President Wilson. Its membership is as follows: Henry P. Davison, chairman; Charles D. Norton, Grayson M. P. Murphy, Edward N. Hurley, Cornelius N. Bliss, Jr., and Hon. William Howard Taft and Eliot Wadsworth, ex officio.

The Department of Civilian Relief is under the direction of W. Frank Persons; the Department of Military Relief is under the direction of John D. Ryan; and the Supply Service is under the direction of Frank B. Gifford. Mr. Harvey D. Gibson has been appointed General Field Head, with headquarters in Washington. Mr. Gibson's duties will be to reorganize the departments, develop the chapters and increase the Red Cross membership.

The national headquarters of the American Red Cross are at Washington, D. C. Major Grayson M. P. Murphy represents the Red Cross in Europe.

161. *The local organizations* are called chapters or auxiliaries and are grouped in divisions under directors. On February 1 Red Cross chapters numbered only 272; on July 1 the number had reached 1,534. The Red Cross membership is now over 2,000,000. Information regarding Red Cross work may be obtained by applying to American Red Cross, Washington, D. C., or to the division directors, as follows: Director of northeastern division, James Jackson, Boston, 4 Liberty Square; director of Atlantic division, A. W. Staub, New York, Metropolitan Tower; director of central division, John J. O'Connor, Chicago, 112 West Adams Street; director of southern division, E. H. Wells, Washington, American Red Cross; director of mountain division, S. P. Morris, Denver, State capitol; director of Pacific division, John L. Clymer, San Francisco, 502 California Street. The first source of information, however,

should be the local chapter. If no chapter exists, the organization of one might well be considered. For advice in this matter address Mr. H. D. Gibson, American Red Cross, Washington, D. C.

162. *Authority for war service.* The system according to which the Red Cross is authorized to render aid to the land and naval forces of the United States is described by an act of Congress approved on April 24, 1912.

The organized Red Cross units serving with the land forces will constitute a part of the sanitary service of the land forces.

When the War Department desires the use of the services of the Red Cross in time of war, or when war is imminent, the Secretary of War will communicate with the chairman of the central committee of the society, specifying the character of the service required, the kind and number of Red Cross units desired, and designating the place or places where the personnel and matériel will be assembled.

When any member of the Red Cross reports for duty with the land forces of the United States, pursuant to a proper call, he will thereafter be subject to military laws and regulations as provided in article 10 of the International Red Cross Convention of 1906, and will be provided with the necessary brassard and certificate of identity.

Except in cases of great emergency, Red Cross personnel serving with the land forces will not be assigned to duty at the front, but will be employed in hospitals in the home country, at the base of operations, on hospital ships, and along lines of communications of the military forces of the United States.

Before military patients are received in a Red Cross hospital, specific authority must in the first instance be received from the Secretary of War, and the director must be a commissioned officer of the Medical Corps or, in special cases, an officer of the medical section of the Officers' Reserve Corps designated by him to command it. Under specific authority, however, military patients may be sent to Red Cross general hospitals not commanded by a commissioned medical officer under such conditions as to allowances, reports, and the control of military patients as the Secretary of War may prescribe.

163. *Official examination.* No units, sections, detachments, or individuals of the American Red Cross will be accepted for service by the War Department, unless previously inspected by a medical officer of the Army, and found qualified for the service expected of them.

The American Red Cross may, when war occurs or is imminent, be called upon by the War Department to assist the sanitary service by furnishing organized units, sections, detachments, or individuals whose services may be necessary, such as physicians, surgeons, dentists, chaplains, laboratory experts and their assistants, pharmacists, nurses, stenographers and clerks, hospital personnel, and sick transport personnel.

164. *Compensation.* Persons enrolled by the American Red Cross in its units or as individuals who are accepted for the sanitary service shall be paid by the National Government according to the nature of their services whenever authority of law exists for such payment either on military rolls or as civilian employees.

Red Cross volunteers are persons who give their services without pay, and such volunteers serving with Red Cross organizations, or as individuals under Red Cross commissions, warrants, or letters of appointment, shall, during the period of such service with the sanitary department of the Army, be given the respect due to their positions and services and shall be furnished such appropriate quarters, beds, food, and transportation as may be necessary for the discharge of their duties. They shall be entitled to wear a distinctive badge approved by the Secretary of War and issued by the American Red Cross.

165. *Military status.* All units, sections, detachments, or individuals of the American Red Cross, upon being accepted for duty by the Secretary of War in time of war, or when war is imminent, shall from the date of such acceptance be subject to the orders of the proper military authorities, and such Red Cross personnel when serving with the Armies of the United States in the field, both within and without the territorial jurisdiction of the United States, are subject to the Articles of War.

166. *Classes of volunteers.* To facilitate the enrollment and training of Red Cross personnel it shall be divided into three classes:

Class A. Those willing to serve wherever needed.

Class B. Those willing to serve in home country only.

Class C. Those willing to serve at place of residence only.

Only persons belonging to class A shall be enrolled in Red Cross organizations intended for service at military bases or along the line of communications, Individuals whose services may be needed in the zone of the line of communications and base may be also enrolled in class A.

Class B will be enrolled for service in hospitals and other sanitary institutions that may be established in the home country. They may be organized into such units and receive such training as may be deemed advisable.

Class C will be composed of individuals of local Red Cross societies who on account of their occupation or experience in the care of sick and other hospital duties may be expected to render efficient service in military institutions established in their locality.

167. *Units.* The Red Cross units organized for service with the Army or for the purpose of training personnel therefore are:

1. Ambulance companies. (See paragraph 172.)
2. Base hospitals. (See paragraphs 170 and 171.)

3. Hospital units. (See paragraphs 170 and 171.)
4. Surgical sections.
5. Emergency nurse detachments.
6. Sanitary training detachments. (See paragraph 173.)
7. Information sections.
8. Refreshment units and detachments.
9. Supply depots. (See paragraph 174.)
10. General hospitals.
11. Convalescent homes. (See paragraph 178.)

168. *Information.* For detailed statements on the work of these units and other facts not given here consult the Regulations Governing the Employment of the American Red Cross in Time of War, which may be obtained for the sum of 5 cents from the Superintendent of Documents, Washington, D. C. Remittance may be made by coupons, purchasable in sets of 20 for $1. Stamps will not be accepted.

169. *The Red Cross War Council and its plans.* The Red Cross has completed a campaign to raise $100,000,000 with which to carry on its war work. Mr. H. P. Davison, chairman of the Red Cross war council, who assumed the leadership in this undertaking, has explained the need for this fund, as follows:

> Given the greatest war the world has known, now entering the last month of its third year, on the one hand; the American Red Cross on the other, what is the Red Cross going to do?
>
> The first thing it is going to do is to effect the most efficient organization possible. The President has appointed a war council, which council has assumed the responsibility of effecting this organization. It is developing plans which involve the selection of the best talent in the United States in medicine, in sanitation, in transportation, in construction, in welfare work, in purchasing, in commercial business, in accounting, and in such other lines as may be required in an undertaking of this magnitude. Ordinarily it would be difficult to employ trained talent of the character required. Men would not be available, but it has already been demonstrated beyond any concern on the part of the council that the best talent is available and most of it volunteer, so that in whatever direction it may be necessary to move the work may be carried on intelligently, efficiently, and economically.

The desire of the war council is for immediate action to be as efficiently and economically executed as possible. By reason of the cooperative spirit of the public it is believed that the overhead charges in the administration of this work will be comparatively low. Only a small percentage of each dollar contributed will be required to carry the relief to its destination.

Next we shall continue organizing base hospitals with personnel and full equipment in order that they may be turned over to the Army upon a day's notice for transport to France. At the same time we will proceed to organize such units to be stationed at the mobilization camps of our soldiers and our sailors in this country as may be desired by the Surgeon General of the Army and Navy. Also we shall proceed with the purchasing, collection, shipment, and storing of such supplies as may be necessary, or even precautionary, to be immediately available.

We shall purchase, equip, and man hospital ships. We shall organize and maintain a sanitary engineering corps to be subject to the call of the Army or Navy. In fact, we should be prepared to meet any and every emergency in connection with the needs of our soldiers and sailors in this country when called upon by the Army and the Navy, it being understood that our work in this particular is supplemental to that of those departments of our Government.

How much is this going to cost? No one can tell, because no one as yet knows whether we are to have 500,000 men or 2,000,000 men, or more, mobilized and going forward to the line of battle. The foregoing, you will note, treats only with the military necessities and not with the civilian relief in our own country, to which, important as it is, I make no reference in this statement.

This same service we propose to render through the Red Cross to American soldiers and sailors abroad, not merely to protect them in health and to maintain them as effective fighting men, but to look after their comfort and happiness while they are on leave. The Red Cross must act as a foster parent to these young soldiers of America 3,000 miles from their homes.

In addition to its work at home and with the soldiers in the field the Red Cross is planning extensive war relief work in Europe (see paragraph 42).

The policy of the Red Cross in handling its funds has been announced as follows:

The Red Cross has appropriated $1,000,000 to provide immediate necessities in France, to be spent under the direction of the American Red Cross Commission in France headed by Major Grayson M. P. Murphy, a member of the War Council. The Red Cross has also appropriated $200,000 to purchase medical supplies and instruments, whereby the Red Cross Commission to Russia may take care of more urgent needs upon arrival in that country.

The sum of $200,000 has been appropriated to purchase materials to supply most urgent needs in Roumania. The sum of $300,000 has been appropriated for use in Armenia, and $6,500 has been appropriated to purchase drugs to be sent to the Russian Red Cross.

Aside from the foregoing no appropriations have been made by the War Council for work in foreign countries. The need in all the allied countries is beyond computation and use can be found for all funds which can possibly be obtained either now or in the future. That very fact imposes upon the Red Cross an extraordinary obligation, which it fully recognizes, to use the funds committed to it only after assuring itself not only that any proposed expenditure will do good, but that it will accomplish the greatest good relative to other needs which are crying to be supplied.

The Red Cross has now at work in France a commission of experts and it has more recently sent to Russia a similar commission. The expenses of these commissions are borne privately and are not a charge on Red Cross funds. It is the purpose of the Red Cross to send similar commissions to Italy and Roumania, and also to appoint a commissioner to Great Britain. No appropriations for use in any country will be made until after investigation, and all except emergency appropriations will be made by the War Council for specific purposes and in specified amounts.

It is also the policy of the War Council to withhold any very large expenditures abroad until it is made certain that every necessary provision has been made to take care of our own soldiers and sailors.

Appropriations as authorized will as far as feasible be made public immediately, and frequent statements will summarize the expenditures of the past and set forth the condition of Red Cross finances.

WORK FOR MEN.

The first thing to do is to join the Red Cross. The annual membership fee is $1.

170. *The base hospital units* call for men of some training. An Army unit cares for 500 beds, and at full strength has the following personnel:

Medical officers	[1] 23
Dentists	2
Chaplains	1
Nurses	[2] 50
Nurses' aids	[3] 25
Male administration personnel	[1] 150
Civilian employees	15

[2] Fifteen additional nurses in reserve.

[3] Twenty-five additional in reserve.

[1] This number includes the quartermaster and registrar, who may not be medical men.

171. The unit for the Navy calls for from 250 to 350 beds and has the following personnel:

Medical officers	10
Dentists	1
Nurses	[1] 40
Nurses' aids	[2] 14
Civilian employees	[2] 20

Medical men accepted for these units must be between the ages of 25 and 50, graduates of a recognized medical school and licensed to practice. The Red Cross doctors are enrolled in the Officers' Reserve Corps and the remaining personnel as enlisted men under military control. (See paragraphs 162, 165, and 226.)

172. *Ambulance companies* are organized to bring the wounded to the base hospitals. A company requires the following personnel:

Captain	1	Cooks	2
First lieutenants	4	Assistant cooks	2
First sergeant	1	Chauffeurs	20
Sergeants	11	Musicians	2
Mechanics	5	Privates	43

Applicants for enrollment in the ambulance companies must be between the ages of 18 and 45 and must be able to meet the physical, educational, and practical requirements which may be prescribed.

173. *Sanitary training detachments* are formed to train men for medical service. A detachment consists of:

Commandant	1	Mechanics	4
Assistant commandant	1	Carpenters	4
Quartermaster	1	Cooks	2
Pharmacist	1	Clerks	2
Section chiefs	5	Privates	40

For information concerning service in the groups described above, address Bureau of Medical Service, American Red Cross, Washington, D. C.

174. *Supplies.* The hospital units, ambulance companies, and sanitary detachments need supplies, such as surgical dressings, garments, and hospital supplies, for all of which

[1] Twenty additional nurses in reserve.
[2] Not necessary for enrollment.

chapters and individuals are urged to assume the responsibility. Money, rooms for the use of workers, and storage space are also needed. Those who stay at home may help in these ways. Information will be furnished by American Red Cross, Bureau of Supplies, Washington, D. C., or 1 Madison Avenue, New York City.

175. *Camp representatives.* Opportunity to serve as volunteer representatives of the Red Cross in training camps here and later, if desired, with the troops abroad is offered to men over 31. These representatives will receive food and shelter from the Government on the same footing as lieutenants and captains. They would be expected to cooperate with the officers, hospitals, Y. M. C. A., and other nonmilitary organizations, and to call on the Red Cross for emergency supplies needed for the welfare and comfort of the troops. Application may be addressed to Mr. Henry S. Thompson, American Red Cross, Washington, D. C.

WORK FOR WOMEN.

176. *Nursing.* Again, the first thing to do is to join the Red Cross. Graduate registered nurses between the ages of 25 and 40, physically strong and recommended by their profession, may serve in the base hospital units. The Red Cross Nursing Service has 12,000 accepted nurses enrolled. Fourteen hundred nurses are needed, enough for 2,000,000 men.

Nurses' aids are selected from those who have earned certificates in elementary hygiene and home care of the sick, home dietetics, and the preparation of surgical dressings. These courses are given in New York, Brooklyn, Philadelphia, Washington, Cincinnati, Cleveland, Chicago, San Francisco, Pasadena, Los Angeles, and wherever 10 women can get an enrolled Red Cross nurse as instructor. (See paragraph 161.)

Professional nurses and those desiring instruction in first aid and the courses mentioned above should address the Bureau of Nursing Service, American Red Cross, Washington, D. C.

177. *General aid.* Most women can help, if they will, in preparation of supplies. Eight three-hour lessons, chiefly

practical, are needed for instruction in preparing surgical supplies. Write the nearest chapter or the Bureau of Nursing Service, American Red Cross, Washington, D. C.

Convalescent homes will be such private residences or other buildings or institutions as are accepted by the American Red Cross as complying with the necessary conditions for providing accommodation for disabled officers and men who require no further active medical or surgical treatment, and who are awaiting discharge from the service on account of permanent disability. The expenses in connection with the upkeep of convalescent homes will be met entirely by private funds, except that an allowance for subsistence may be made by the Government when desired. Convalescent homes will be at all times subject to inspection by duly authorized representatives of the War Department.

WORK FOR ALL MEMBERS OF THE COMMUNITY.

178. If increased medical science has taught us anything it has taught us that there is no such thing as being sick all by oneself. The sickness of an individual may sometimes be of tremendous community importance if the disease be contagious and in any case the community efficiency is decreased by one unit, and even more than that since the person who is ill demands attention from others. It is the realization of this fact that gives importance to the care with which every member in the community looks out for his own health.

The soldiers in training have some one to watch them constantly and a sick list is made up daily. Every effort is going to be made by those in authority at the camps to give those in training the most expert and most immediate medical treatment.

Those in civilian life are not subject to such a medical service, but if the citizen army of 100,000,000 is to maintain its efficiency every citizen must cooperate and must not only care for his own health but be on the lookout for anything in the community in which he lives which would tend to decrease the healthful character of the locality. More specifi-

cally, increased attention must be paid to conditions on vacant lots, area ways, cellars, back yards, drains, pollution of streams, etc.

Private and public hospitals should be encouraged and dispensaries should be provided with funds making their continued activity possible. What we should like to do in times of peace we have come to regard as not merely desirable but as absolutely necessary in times of war. Some such few desirable immediate by-products the conflict may bring us.

THE ARMY.

179. *Table of United States Army armed forces as at present authorized:*

Regular Army	300,000
National Guard (16 divisions)	450,000
National Army (first call)	687,000

In addition to these forces there are enrolled a considerable number of reserve officers; 40,000 men are in officers' training camps; 16,000 men are serving in the Enlisted Reserve Corps, and provision has been made for reserve forces for the Regular Army, the National Guard, and for special and technical corps to serve with the National Army. A second series of officers' training camps will be opened on August 27, with 12,000 men enrolled. (See paragraph 218 and following.)

The national registration on June 5 of men between 21 and 30, inclusive, showed a total enrollment for the United States of 9,659,382.

180. *The Army of the United States.* From the Regular Army, the National Guard, and the National Army will come, in the main, our fighting forces. Individuality each of the elements will have, but they are all part of one great army. One step to make this evident has already been taken. The regiments, brigades, and divisions of each arm of the above three groups will be numbered in a separate series, and the first number of each series will be as indicated in the following table:

	Regiment.			
	Infantry.	Field Artillery.	Cavalry.	Engineers (pioneers).
Regular Army	1	1	1	1
National Guard	101	101	101	101
National Army	301	301	301	301

	Brigade.			Division.		
	Infantry.	Field Artillery.	Cavalry.	Infantry.	Field Artillery.	Cavalry.
Regular Army	1	1	1	1	.....	[1] 15
National Guard	51	51	51	26	.....	.....
National Army	151	151	151	76	.....	.....

[1] This is to provide for the organization of Cavalry divisions, either mounted or dismounted.

The Engineer regiments, except pioneers, will be numbered in the manner already approved and put into effect.

The designations of regiments of the National Guard will show in parentheses their present State designations, as, for example, ——th Infantry (1st Me.), ——th Field Artillery (2d Pa.), etc. The designations of regiments of the National Army will show in parentheses the State from which each organization, or the bulk of it, was drawn, as, for example, ——th Infantry (W. Va.), ——th Field Artillery (Minn.). No parentheses implies Regular Army, an ordinal number and State abbreviation implies National Guard, a simple State abbreviation implies National Army.

181. *Pay in the Army.* The figures given include a 20 per cent increase for foreign service.

Monthly pay for first enlistment period.

$33.	$36.60.	$40.20.	$40.80.	$44.	$51.20.
PRIVATE.	PRIVATE FIRST CLASS.	CORPORAL, Artillery, Cavalry, Infantry.	CORPORAL, Engineers, Ordnance, Signal Corps, Q. M. Corps, Medical Department.	SERGEANT, Artillery, Cavalry, Infantry.	SERGEANT, Engineers, Ordnance, Signal Corps, Q. M. Corps, Medical Department.
PRIVATE SECOND CLASS.		SADDLER.	MECHANIC, Coast Artillery.	STABLE SERGEANT, Field Artillery, Cavalry, Infantry.	STABLE SERGEANT, Engineers.
BUGLER.		MECHANIC, Infantry, Cavalry, Field Artillery, Medical Department.	CHIEF MECHANIC, Field Artillery.	SUPPLY SERGEANT Artillery, Cavalry, Infantry.	SUPPLY SERGEANT, Engineers.
		FARRIER.	MUSICIAN THIRD CLASS, Infantry, Cavalry, Artillery, Engineers.	MESS SERGEANT, Artillery, Cavalry, Infantry.	MESS SERGEANT, Engineers.
		WAGONER.		COOK.	COLOR SERGEANT.
				HORSESHOER.	ELECTRICIAN SERGEANT SECOND CLASS.
				RADIO SERGEANT.	BAND SERGEANT.
				FIREMAN.	MUSICIAN FIRST CLASS, Infantry, Cavalry, Artillery, Engineers.
				BAND CORPORAL.	
				MUSICIAN SECOND CLASS, Cavalry, Artillery, Infantry, Engineers.	MUSICIAN SECOND CLASS, Military Academy.
				MUSICIAN THIRD CLASS, Military Academy.	

Monthly pay for first enlistment period—Continued.

$56.	$60.	$66.	$84.	$96.
Battalion Sergeant Major, Field Artillery, Infantry.	Regimental Sergeant Major.	Sergeant First Class, Medical Department.	Hospital Sergeant.	Quartermaster Sergeant, Senior Grade, Q. M. Corps.
Squadron Sergeant Major.	Regimental Supply Sergeant.	Sergeant, Field Musician, Military Academy.	Master Engineer, Junior Grade.	Band Leader.
Sergeant Major, Junior Grade.	Sergeant Major, Senior Grade.		Engineer.	Master Signal Electrician.
Master Gunner.	Quartermaster Sergeant, Q. M. Corps.			Master Electrician.
Sergeant Bugler.	Ordnance Sergeant.			Master Engineer, Senior Grade.
Assistant Band Leader.	First Sergeant.			Master Hospital Sergeant.
	Battalion Sergeant Major, Engineers.			Band Sergeant and Assistant Leader, Military Academy.
	Battalion Supply Sergeant Engineers.			
	Electrician Sergeant First Class.			
	Sergeant First Class, Q. M. Corps, Engineers, Signal Corps.			
	Assistant Engineer.			
	Musician First Class, Military Academy.			

Monthly pay is increased with successive enlistments.

Certain men because of special qualifications and service draw monthly pay beyond the regular enlistment rate, as follows:

Additional pay per month.

Mess sergeant	$6.00	Expert first-class gunner F. A.	$5.00
Casemate electrician	9.00	Expert rifleman	5.00
Observer first class	9.00	Nurse (first-class private)	3.00
Plotter	9.00	Sharpshooter	3.00
Coxswain	9.00	First-class gunner	3.00
Chief planter	7.00	Second-class gunner	2.00
Chief loader	7.00	Marksman	2.00
Observer second class	7.00	Dispensary assistant	2.00
Gun commander	7.00	Certificate of merit	2.00
Gun pointer	7.00		
Surgical assistant	5.00		

Enlisted men are provided free with all necessary clothing and equipment.

Officers, in addition to fixed allowances for quarters, heat, and light, receive the following sums yearly, with provision for increase every five years for all ranks below brigadier general: Second lieutenant, $1,700; first lieutenant, $2,000; captain, $2,400; major, $3,000; lieutenant colonel, $3,500; colonel, $4,000; brigadier general, $6,000; major general, $8,000; lieutenant general, $11,000.

While in France pay may be drawn either in French currency, at an exchange rate announced monthly, or in a check on the Treasury of the United States, which may easily be sent to the States or cashed in France at the current rate of exchange. The present rate (July 15) is 5.70 francs to the dollar.

182. *Special provisions for men in service.* Legislation providing for compensation and indemnification for soldiers and sailors and those dependent upon them has not yet been passed. Measures are being considered, however, for governmental action in this matter. Preliminary definite steps were taken on July 2, when Secretary McAdoo called a conference of the life insurance companies of the United States to consider plans to this end. The conference was attended by representatives of the War, Navy, and Commerce Departments and the Council of National Defense. After a prolonged discussion, the insurance men voted almost unanimously that the insurance and indemnification of the soldiers and sailors should be undertaken by the Government. The preparation of necessary legislation was begun immediately.

On July 13 Samuel Gompers, chairman of the Committee on Labor of the Council of National Defense, appointed Judge Julian W. Mack, United States circuit court, of Chicago, chairman of the Section on Compensation for Soldiers and Sailors and their Dependents. Judge Mack will work in cooperation with the Treasury Department. He has expressed, as his opinion, the belief that the responsibility of providing funds for separation allowances, compensation for injuries, and pensions should rest upon the Government.

The committee selected by Judge Mack to draft legislation on separation allowances, compensation for injuries, and

pensions, to be presented to the Council of National Defense for approval and then to Congress, is: P. Tecumseh Sherman, New York, chairman; D. L. Cease, editor of the Railroad Trainmen's Journal, of Cleveland, secretary; and Frank V. Whiting, general claims attorney, New York Central Lines, New York; Prof. F. Spencer Baldwin, New York; S. Herbert Wolfe, Washington; and J. W. Sullivan, of the American Federation of Labor.

Mr. Edwin F. Sweet, Assistant Secretary of Commerce, on July 14 made the following statement regarding the insurance of the fighting forces of the Nation:

It is possible at this time to suggest the general outlines of a plan for consideration and constructive criticism. I believe there should be created in connection with one of the existing executive departments of the Government a soldiers' and sailors' indemnity bureau, with a competent man of insurance experience at its head; that the necessary actuarial and clerical assistance should be provided; that protection for a definite amount, not exceeding $4,000, should be automatically furnished to everyone in the military and naval service of the United States, without regard to rank and without expense to the insured; that such insurance or protection should cover partial and total disability as well as death; that no medical examination should be required except that necessary for admission into the service; that all losses should be paid in regular installments; that all adjustments should be made with the least possible delay; and that a limit, analogous to statutes of limitation, should be fixed for the correction of records and the presentation of claims.

As concrete evidence of the Government's obligation a certificate or policy might well be given to each soldier and sailor. This would materially add to its moral influence.

In addition to the protection thus furnished to all engaged in war service, I think the same bureau should be authorized to furnish death and casualty benefits or protection to soldiers and sailors to the amount of $6,000 to one individual, upon terms as favorable as in times of peace. From the experience of the Bureau of War-Risk Insurance it is conceivable that this can be done by the Government without material loss. The funds that a private corporation applies to commissions, medical-examination fees, advertising, etc., would be available by the Government for the payment of losses. But if loss should result, a proper recognition of the obligation conferred upon the general public by the defenders of their country demands that it should be met by the Government and thus fall upon all who receive the benefit of the service rendered rather than upon those who render it.

183. *Mail for the forces in Europe.* Mail addressed to members of the expeditionary forces should bear the com-

plete designation of the division, regiment, company, or other organization to which the addressee belongs.

Under no circumstances should the location or station of a military organization be included in the address on a letter for a person or organization in Europe.

In the upper left-hand corner of a letter should be placed the usual form of return request and the name and address of the sender.

Postage should be fully prepaid. The rate on letter mail to our military forces in France is 2 cents the ounce or fraction thereof. Newspaper mail is carried for 1 cent for 4 ounces.

No other than United States postage stamps are available for the prepayment of postage.

The correct manner of addressing a letter is as follows:

Return to
Mrs. John Smith,
—— Blank Street,
New York City.

Stamp.

John Smith, Jr.,
Co. X, ——— Infantry,
American Expeditionary Forces.

Money orders payable at the United States postal agency or its branches in Europe will be sold to purchasers in the United States or its possessions, and money orders payable in the United States or its possessions will be sold to purchasers at the agency or its branches in Europe, under regulations provided by the Post Office Department, at domestic rates.

Money and valuables will not be accepted for transmission by registered mail. Important papers which can be duplicated if lost may be accepted for registration, but indemnity will not be paid for lost registered mail. Postal money orders should be used.

Mail for American military personnel in Europe should not be forwarded in care of The Adjutant General of the Army, as a general rule. This may be done, however, in cases where the writer does not know that the addressee has actually embarked. Mail should not be sent in care of our embassies abroad.

There is no provision at present for parcel-post service between our forces in Europe and the United States or its possessions.

Private telegrams to be cabled to members of the American Expeditionary Force in Europe will be addressed "*Amexforce, London,*" with the addressee's name and the official designation of the unit to which he belongs appearing as the first words of the text.

Under no circumstances should the location or station of a unit be designated in the address or body of a telegram.

Examples are given as follows:

A telegram to Captain John B. Jones, Medical Corps, United States Army Base Hospital No. 10, American Expeditionary Forces, would be in the following form:

Amexforce, London,
John B. Jones, Base Hospital Number 10:
Have followed your instructions.
MARY JONES.

Or, for Private H. K. Smith, Company K, Forty-seventh United States Infantry:

Amexforce, London,
H. K. Smith, Co. K, Forty-seventh U. S. Infantry:
Will not change address.
JANE SMITH.

To comply with European censorship regulations all messages must be written in plain language (English or French), or in an international code, and must be intelligible to the censors. The use of two codes or two languages or of combinations of code and plain language in the same message is forbidden. Code language may be used only in full-rate messages.

Codes authorized by the British censorship are:

A. B. C. 5th; Scott's 10th; Western Union; Lieber's; Bentley's Complete Phrase Code (not including the oil and mineral supplements); Broomhall's Imperial Combination Code; Broomhall's Imperial Combination Code, rubber edition; Myers's Atlantic Cotton Code, thirty-ninth edition; Riverside Code, fifth edition.

In case of a code message, the name of the code must be designated when the message is filed.

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Every telegraph message must be signed. The surname alone may be used, but such a signature as "John," "Mary," "Mother," etc., will not be passed.

Attention is called to the fact that there are three classes of service available—full rate, deferred rate, and week-end rate.

It is the intention of the War Department to detail an officer specially to care for Army mail matters.

THE REGULAR ARMY.

184. *Men needed.* About 15,000 recruits were needed on July 30 for the Regular Army in the various branches, as indicated in paragraph 186. A considerable number of provisional second lieutenants are also required. (See paragraph 187 and following.

185. *Avenues for entering the Army.* Officers for the Regular Army are graduates from the West Point Military Academy or those who have passed examination for provisional second lieutenant, (see paragraph 187 and following), or such reserve officers as may be assigned. The enlisted men of the Regular Army are volunteers or those assigned from the selective draft. (See paragraph 194 and following.)

Enlistments on or after May 18 are for the period of the emergency, and it is the policy of the War Department to treat enlistments from April 1, 1917, on the same basis.

186. *The regiments added to the Regular Army* to bring it up to war strength are—

Engineers, 4 regiments, organization completed.

Cavalry, 8 regiments, organization completed.

Field Artillery, 12 regiments, organization completed.

Coast Artillery, 10,000 men, list full.

Infantry, 27 regiments (1,969 each), organization partly completed.

Several thousand recruits were required for the Signal Corps (including Aviation), Quartermaster Corps, and Medical Department (Sanitary Forces). These lists have been filled, except for specially qualified men.

In addition to the recruits needed to fill the 27 new Infantry regiments about 23,000 men were required to bring the 37 Infantry regiments authorized for peace times up to the war footing.

Recruits over the 300,000 regular forces are needed to fill vacancies in order that the war strength may be maintained. Men may consequently enlist in the Regular Army even after the authorized strength has been reached.

PROVISIONAL SECOND LIEUTENANTS IN THE REGULAR ARMY.

187. *General statement.* To increase the number of officers in the Regular Army, authorization was given on June 3, 1916, for the appointment of provisional second lieutenants in the Infantry, Cavalry, Field Artillery, and Coast Artillery. Appointments may be made after prescribed examinations from enlisted men of the Regular Army and officers of the Philippine Scouts, the Officers' Reserve Corps, the National Guard, graduates and students of "distinguished" and "recognized" colleges, and from civil life. All information concerning these appointments is given in Special Regulations No. 1, "Appointment of Provisional Second Lieutenants," 1917. "Distinguished" colleges are those so listed in the annual report of the War Department, because of the excellent military standing of their student battalions. "Recognized" colleges are those so listed by the Bureau of Education.

188. *Applications.* Copies of the prescribed form of application may be obtained upon request, from The Adjutant General of the Army, Washington, D. C., and, when returned, should be accompanied by three or four testimonials as to character from persons of the community in which the applicant has lived, and from those candidates who claim exemptions under paragraphs 191 and 192, by proof of graduation.

Letters of designation. Upon receipt of application in proper form, The Adjutant General of the Army will issue letters of designation to those applicants whom the War Department desires to appear for examination.

Examining boards. Candidates will be authorized to report for examination at such military posts or at such other places in the vicinity of their homes as may be designated in each case. The examination will be conducted by a board to consist of two medical officers and two or more line officers, appointed by the War Department or by the commanding officer at the post designated.

189. *Physical examination.* Examination as to physical qualifications will conform to the standard required of recruits (see paragraph 197) except that any applicant whose degree of vision is less than 20/40 in either eye or who is color blind for red, green, or violet will be rejected.

190. *Examination as to moral fitness and character.* Each applicant will submit to the officer conducting the examination testimonials or certificates as to his moral character and fitness for the position of a commissioned officer, and these testimonials and certificates will be forwarded with the report of the board.

191. *Mental examination for the Mobile Army: Infantry, Cavalry, and Field Artillery—*

GROUP I.

	Weight.
1. United States history and Constitution	1
2. English grammar and composition	2
3. General history	1
4. Geography	1
5. Arithmetic	1
6. Algebra	1
7. Geometry, plane	1
8. Trigonometry, plane	1

GROUP II.

1. English and American literature	2
2. French	2
3. German	2
4. Spanish	2
5. Analytical geometry	2
6. Calculus (differential and integral)	2
7. Minor tactics and field engineering	2
8. Surveying	2

For general scope of the mental examination see Special Regulations No. 1.

Exemptions: (*a*) Honor graduates of "distinguished colleges." No mental examination.

(*b*) Graduates of "recognized colleges" exempt from Group I and all save two subjects in Group II. Only one foreign language may be offered.

(*c*) Students of "recognized colleges" exempt from all of Group I for which certificate of examination or satisfac-

tory completion can be produced. If this list includes more than 4 of Group I, two subjects of Group II are required. Only one foreign language may be offered. If less than 4, the candidate comes under (*d*).

(*d*) All candidates from the Officers' Reserve Corps, the National Guard, and from civil life who are not graduates of or students in a recognized college or university will take all of Group I and any one subject of Group II.

(*e*) Men now in Officers' Training Camps. No mental examination. (See paragraph 213.)

Special Cavalry examination. Upon the completion of the mental examination the board will examine the applicants for mounted service and will report upon their suitability therefor, taking into consideration only proficiency in riding, horsemanship, and size when so great as to indicate present or future unsuitability for mounted service.

192. *Mental examination for Coast Artillery Corps:*

GROUP I.

	Weight.
1. United States History and Constitution	1
2. English grammar and composition	2
3. General history	1
4. Geography	1
5. Arithmetic	1
6. Algebra	1
7. Geometry, plane	1
8. Trigonometry, plane	1
9. Elementary electricity	1
10. Elementary mechanics	1
11. Elementary chemistry	1

GROUP II.

	Weight.
1. English and American literature	2
2. French	2
3. German	2
4. Spanish	2
5. Analytical geometry	2
6. Calculus (differential and integral)	2
7. Surveying	2
8. Advanced electricity	2
9. Advanced mechanics	2

Exemptions as in paragraph 191 except:

All candidates from the Officers' Reserve Corps, the National Guard, and from civil life who are not graduates

of a recognized college or university will take all of Group I and any one subject of Group II. A candidate who elects to take advanced electricity or advanced mechanics will be excused from the elementary examination in the corresponding subject of Group I.

An examination was held beginning July 23, 1917.

TEMPORARY SECOND LIEUTENANTS.

193. *In case of need, noncommissioned officers in the Regular Army, after mental examination, may be appointed to the rank of temporary second lieutenant.* Such appointments are not open to civilians. To July 15 about 2,000 such appointments had been made.

ENLISTED MEN IN THE REGULAR ARMY.

194. *Requirements.* The applicant must be between the ages of 18 and 40, inclusive, unmarried and able-bodied, free from disease, able to speak the English language, and of good moral character and temperate habits. He must be sober and not below average intelligence. It is the policy not to enlist the subjects of enemy countries or their allies, since such men in the event of capture would not be subject to the rights of prisoners of war. Other aliens, except for special reasons, will be enlisted during the period of the present emergency.

195. *Pay.* Pay varies from $30 to $105 per month. Soldiers serving beyond the limits of the United States (not in Alaska, Hawaii, or the Canal Zone, but in Europe), have their pay increased 20 per cent from date of departure. In case of death in line of duty, a soldier's widow or any other person previously designated by him receives an amount equal to six months' pay. (See paragraphs 181 and 182.)

196. *Allotments.* A soldier may make an allotment of any part of his pay to any person he may elect. The amount is then sent directly to that person by the Quartermaster Corps, insuring the receipt and relieving the soldier of the trouble of sending money home each month.

197. *Physical requirements.* For Infantry, Coast Artillery, and Engineers, the height of applicants 21 years of age or over must be not less than 5 feet 1 inch and weight not more than 190 pounds.

For Cavalry, the height of applicants 21 years of age or over must be not less than 5 feet 1 inch and not more than 5 feet 10 inches and weight not to exceed 165 pounds.

For Field Artillery, the height of applicants 21 years of age or over must be not less than 5 feet 1 inch and not more than 6 feet and weight not more than 190 pounds. For the mountain batteries, the height must be not less than 5 feet 8 inches.

A variation not exceeding a fraction of an inch above the maximum or below the minimum height given for Cavalry and Field Artillery is permissible if the applicant is in good health and is in other respects desirable as a recruit.

The minimum weight of applicants 21 years of age or over for all arms of the service is 128 pounds, with some minor exceptions, but in no case will an applicant whose weight falls below 110 pounds be accepted without special authority from The Adjutant General of the Army.

Table of physical proportions for height, weight, and chest mobility for applicants under 21 years of age.

	Minimum height.	Minimum weight.	Chest mobility.
	Inches.	*Pounds.*	*Inches.*
At 18 years of age	61	110	2
At 19 years of age	61	110	2
At 20 years of age	61	110	2

198. *Divisions.* Men may enlist in the Infantry, the Cavalry, the Field Artillery, the Coast Artillery, the Engineer Corps, the Medical Department, the Quartermaster Corps, and the Signal Corps, subject to the restrictions of paragraphs 184 and 186. Men between the ages of 18 and 35, inclusive, who enlist in the Signal Corps of the Army may serve as non-fliers in the aviation section. (See paragraphs 336 to 337, inclusive.)

199. *Special needs.* The Adjutant General's office has sent orders to recruiting stations to enlist as many of the following workers as possible: Blacksmiths, blasters and powdermen, cabinet makers, wooden-boat calkers, bridge, house and ship carpenters, clerks, cooks, divers, draftsmen, drillers, teamsters, electricians, enginemen, chauffeurs, farriers, firemen, masons, mine foremen, concrete foremen, painters, rail-

road construction men, glaziers, horseshoers, lithographers, machinists, oarsmen, skilled boatmen, mule packers, photographers, pipefitters, plumbers, riggers, riveters, harness-makers, shoemakers, storeroom keepers, surveyors, transit men, tinsmiths, and men with practical training in engineering.

THE OFFICERS' RESERVE CORPS.

ORGANIZATION.

200. *Purpose and duty.* The Officers Reserve Corps is authorized by sections 37–40, 49, and 51–53 of the National Defense Act, approved June 3, 1916.

Applicants commissioned in the Officers' Reserve Corps will rank in the various sections according to grades and to length of service in their grades. Commissions will be issued for five years.

In times of peace, officers of the Reserve are liable to service in the field for 15 days every year, during which service they will receive the pay and allowance of their respective grades in the Regular Army. In time of actual or threatened hostilities the President may order members of the Officers' Reserve Corps, subject to physical examination, to temporary duty with the Regular Army, or as officers in volunteer or other organizations that may be authorized by law, or as officers at recruit rendezvous and depots or on other duty. They may be promoted to vacancies in volunteer organizations or in the Regular Army. While Reserve officers are on such service they shall be entitled to the pay and allowances of the corresponding grades in the Regular Army.

201. *Qualifications.* Commissions in the Officers' Reserve Corps are open to "such citizens as shall be found physically, mentally, and morally qualified." Enlisted men of the Regular Army and of the National Guard are eligible, but not officers, with the restrictions noted under paragraph 203.

202. *Examinations:*

Physical examination. Each applicant must pass a physical examination, requirements varying from the perfection required for the Aviation Section to the less stringent re-

quirements for serving in the more technical branches off the field. This must be passed before the mental examination.

Moral examination. The applicant must, in general, furnish character recommendations from at least three reputable citizens.

Mental examination. The applicant must then apply for a mental examination, which will vary for the particular corps. Attendance for three months at an officers' training camp is required before application will be considered for line officers. (See paragraph 211.)

203. *Age restrictions.* In addition the applicant must conform to the following age restrictions:

1. For officers of the line (Infantry, Cavalry, Field and Coast Artillery):

Second lieutenant, 21 to 32 years of age.

First lieutenant, 21 to 36 years of age.

Captain, 21 to 40 years of age.

Major, 21 to 45 years of age.

(See paragraph 222.)

2. The above age limits do not apply for Staff Corps (Quartermaster, Engineer, Ordnance. Signal, Judge-Advocate, and Medical Corps) except:

Adjutant General and Inspector General with the rank of major, 21 to 45 years of age.

Commissions will not be issued for grades within which the applicant, by reason of age, has less than one year to serve. (See, however, paragraph 222.)

DIVISIONS OF THE OFFICERS' RESERVE CORPS.

204. The Officers' Reserve Corps has two great divisions, Line and Staff Officers. There are within these two branches subdivisions. The plan of organization follows, and thereafter (205 ff.) a detailed description of the different arms of the service is given.

Officers of the Line:

1. Infantry.[1]
2. Cavalry.[1]
3. Field Artillery.[1]
4. Coast Artillery.[1]

[1] For commissions in these branches attendance at one of the officers' training camps is necessary.

Officers of the Staff:

5. Medical Officers' Reserve Corps.
6. Adjutant General's Officers' Reserve Corps.[1]
7. Judge Advocate General's Officers' Reserve Corps.[1]
8. Inspector General's Officers' Reserve Corps.[1]
9. Quartermaster Officers' Reserve Corps.[1]
10. Engineer Officers' Reserve Corps.[1]
11. Ordnance Officers' Reserve Corps.
12. Signal Officers' Reserve Corps.[1]

DESCRIPTION OF STAFF CORPS.

205. *Medical Officers' Reserve Department.* Apply to Maj. Noble, or to the Surgeon General, Washington, D. C.

1. Medical Section—for Captains and First Lieutenants; for Majors.
2. Dental Section.
3. Veterinary Section.

For description of this division see paragraph 146 and following.

206. *Adjutant General's Officers' Reserve Corps.* The Adjutant General of the Army, Washington, D. C.

Judge Advocate General's Officers' Reserve Corps. Judge Advocate General, Washington, D. C.

Inspector General's Officers' Reserve Corps. Inspector General of the Army, Washington, D. C.

207. *Quartermaster Officers' Reserve Corps.* No applications received; see also paragraph 214.

Applicants for the quartermaster section will be examined for duties that require—

Administrative knowledge of a technical military nature relating to Quartermaster Corps duties. (Theater of operations.)

Mental examination.—For majors and captains whose duties are connected with the service of the theater of operations:

Administration.—Oral and practical. The Manual for the Quartermaster Corps.

General duties.—United States Army Transport Service Regulations, 1914, and circulars of the Quartermaster General's Office relating to supplies, payment, and services. The Manual for the Quartermaster Corps.

Blanks should be furnished and the applicant required to exemplify their use in the preparation of contracts, bonds, returns, accounts current, bills of lading, transportation requests, etc.

[1] Applications no longer received because of the number already on file.

Military law (oral).—Manual of Courts-Martial. The law of war. Civil functions and relations of the military. Instructions for the government of armies of the United States in the field (Rules of Land Warfare, with its appendices).

Hippology (oral).—The Cavalry horse; draft horses and mules; inspection and purchase; care of; feeding; watering. Stables: Construction; lighting; ventilation. Forage: Kinds and relative value; inspection of; causes of deterioration; proper care of.

Transportation (oral).—By land (rail, wagon, and pack) and water. Care of animals on cars and transports. Construction and repairs of roads, railroads, bridges, etc.

208. *Engineer Officers' Reserve Corps.* Applications not received; see paragraph 215.

Class A: Men who will be used for service at the front.

First and second lieutenants:

(*a*) Must have had active practice in engineering profession or some business immediately connected with or concerned in engineering matters.

(*b*) Must either hold or have qualified for the grade of junior engineer, electrical or mechanical, or higher grade in the civil service, or must be a graduate from an approved engineering college, or have been in the above practice of engineering at least two years.

Captains: Similar qualifications to the above, except that men of more experience and knowledge, and with a knowledge of the principles of military organization and operations are required.

Class B: Engineer reserve officers required for special services. Candidates must be qualified for at least one of the following duties (Army Regulations 1493):

The duties of the Corps of Engineers comprise reconnoitering and surveying for military purposes, including the laying out of camps; selection of sites and formation of plans and estimates for military defenses; construction and repairs of fortifications and their accessories; * * * the installation of electric power plants and electric cable connected with seacoast batteries; * * * In time of war within the theater of operations it has charge of the location, design, and construction of wharves and landings, storehouses, hospitals, and other structures of general interest, and of the construction, maintenance, and repair of roads, ferries, bridges, and incidental structures, and of the construction, maintenance, and operation of railroads under military control, including the construction and operation of armed trains.

For this class no examinations may be held, appointments being based upon evidence submitted by the candidates, of their actual employment in corresponding or higher positions in civil life, and their references to their employers.

In addition, men have been enrolled with experience as—

Bridge engineers.
Civil engineers.
Constructing engineers (earth and concrete).
Constructing engineers (wharves, piers, and buildings).
Electrical engineers (for small plants and power lines).
Highway engineers.
Mining engineers (skilled in tunneling and the use of explosives).
Railroad engineers (construction and maintenance).[1]
Railroad operating officials.[1]
Sanitary engineers.
Topographical engineers.

209. *Ordnance Officers' Reserve Corps.* Apply for examination to Chief of Ordnance, United States Army, Washington, D. C.

Duties. The Chief of Ordnance of the Army is charged with the duty of procuring, by purchase or manufacture, and distributing the necessary ordnance and ordnance stores for the Army and the National Guard. Ordnance and ordnance stores include cannon and artillery vehicles and equipments; apparatus and machines for the service and maneuver of artillery; small arms, ammunition, and accouterments; horse equipments and harness for Field Artillery, and horse equipments for Cavalry and other mounted men; tools, machinery, and materials for the ordnance service; and all property of whatever nature (including specially equipped motor trucks, motorcycles, tractors, and railroad cars) supplied to the Military Establishment by the Ordnance Department.

Eight hundred students, installed on the campuses of eight American colleges, are now taking the preparatory course to fit them for ordnance work in the Enlisted Reserve Corps. These students are training to become storekeepers in that branch of the service which will supply the new American armies with guns and munitions.

The primary courses were opened in the middle of May. Each course is six weeks in duration. After a student is graduated he is sent for a higher course of training, also

[1] In actual war operations. For operations outside theater of war, see under Quartermaster Corps, above.

lasting six weeks, to various arsenals designated by the War Department. The men are enlisted as privates, but a certain percentage of those graduated from the arsenals are recommended for promotion to noncommissioned grades.

The first or primary courses are being given at the University of Illinois, University of Wisconsin, Harvard, Dartmouth, the University of Pennsylvania, the Pennsylvania State College, Columbia University, and the University of Chicago.

The arsenals where the men go to take their six weeks of higher training are situated at Watertown, Mass.; Rock Island, Ill.; Augusta, Ga.; and San Antonio, Tex.

Captains and first lieutenants. For this class of ordnance officers it is desired to have mechanical engineers, chemical engineers specially qualified in explosive chemistry, and metallurgical engineers; also men with special knowledge of the manufacture of leather goods and cloth material. Applicants should preferably be graduates of a recognized college or university, and should have had sufficient experience in the manufacture or investigation of ordnance material to qualify them to take up at once such duties in the Ordnance Department. No oral or written examination will be given in these cases, but the examining board will investigate thoroughly the education, training, and experience of the applicant, and weight will be given to the indorsements of the principal engineering societies. *In no case will the physical examination be waived.*

Majors. The examination will be the same as the foregoing, but the board will, in addition, inquire into the business capacity of the applicant and his experience in handling affairs and men. The examination under "Administration" and "Duties of ordnance officers" will also be more extended than for the grades of captain and first lieutenant, by reason of the greater responsibility pertaining to the duties of officers of field rank.

210. *Signal Officers' Reserve Corps.* From June 14 on no further applications were received for classes *a* and *b*, because of the completion of the quota needed for the time. It is the hope of the department that the future need for officers will be met by promotions from the ranks.

Duties. The Signal Corps is to the Army about what a combination of telegraph, telephone, and radio service is to a nation in peace time.

The legal functions of the Signal Corps include the duties of collecting and transmitting information for the Army by telegraph or otherwise, and of devising and providing the means for so doing.

Signal troops are organized into units to construct, operate, and maintain the tactical and strategic lines of information for the Army.

Qualifications. To meet these general duties, the Signal Corps requires officers with a knowledge of telegraph apparatus, telephones, batteries, cables, and especially at present motor generators, gas engines, and radio apparatus.

Examinations: Candidates will be examined for duty in the following three classes:

(*a*) The Signal Corps field organizations.

(*b*) Special service in connection with the installation and operation of telephone, telegraph, and cable systems; the laying of deep-sea cables; the design and supply of electrical equipment used in transmission of information, etc.

(c) The Aviation Section. See paragraphs 338 to 342, inclusive.

THE OFFICERS' RESERVE CORPS IN WAR TIME.

211. *Organization.* When, through the declaration of war, it became evident that great numbers of officers would be needed for a National Army the War Department determined to suspend the established examinations for the Reserve Corps and accept no further applications for commissions for reserve officers of the line. In the place of the plan suited for peace, it was decided to institute examinations which would continue for three months and not merely exclude the unfit, but actually train those suited for service and determine their individual abilities. On April 18 announcement was made that a series of training camps would be established in which those willing to accept service would be trained, and at the end of three months examined and commissioned if found competent. These camps were opened on May 15 at 16 sites throughout the United States (see map, page 251), and on June 18 a camp for 1,200 negro officers was opened at Des Moines, Iowa. From each of the

population areas, out of which one division for training the National Army would be drawn, 2,500 men were accepted for training. Approximately 40,000 men are, therefore, in the camps. From these probably 25,000 to 30,000 will be commissioned.

212. *Training.* For the first month all the men in the camps received the same training, but for the second and third months they were detailed for special instruction as preference and ability indicated.

213. *Assignment to arms of service.* Most of the men in the training camps will be commissioned as Infantry officers for the National Army. Commissions as provisional second lieutenants in the Regular Army may be given to not more than 10 per cent of those between the ages of 21 and 27 from each camp. These men will be exempt from the mental examination usually required (see paragraphs 191 and 192) and will be selected for physique and adaptability.

Each camp has begun the instruction for Cavalry and Field Artillery, to which latter each camp will furnish 450 men. The Field Artillery will be equipped from National Guard units detailed to the camps. The Coast Artillery has taken in all 1,425 officers for training at their stations.

The camps have been or will be also called upon to furnish the needed quota of reserve officers for some of the divisions of the Staff Corps.

214. *Quartermasters.* All authorizations for examination for original applications after April 12, 1917, have been discontinued indefinitely, the Quartermaster Officers' Reserve Corps now having either commissioned, or under examination for commission, more than the number of officers required for the needs of the service.

If examinations are again resumed, authorizations will probably be confined to candidates for line commissions at the various reserve officers' training camps whose business qualifications and adaptability shown for quartermaster work during training period would seem to qualify them for commission in the Quartermaster Officers' Reserve Corps. Examining boards will be convened at the end of the training period at each camp to determine the fitness and recommend from each training regiment those candidates qualified and who desire commissions as officers in the Quartermaster Officers' Reserve Corps with rank not higher than that of

captain for duty with troops in the various phases of administration, supply, finance, transportation, and construction. The necessary prerequisites are ability to handle workmen and to administer the affairs of Quartermaster Corps working units. The boards will also recommend from each training regiment quartermasters with a grade of captain, or lieutenant, for duty as commanders, or second in command, of motor-truck companies. Those recommended by each board will be arranged in relative order of their suitability, and note will be made of the particular class or classes of quartermaster duty for which they are suited.

Those who desire to enter the Quartermaster Officers' Reserve Corps should make application for authority to attend the training camps with a view to commission in one of the line sections, Infantry, Cavalry, Field Artillery, or Coast Artillery Corps. If successful in obtaining such a commission, and showing special qualifications for Quartermaster Corps duties, they will be afforded an opportunity to appear before the boards referred to in paragraph 214.

215. *Engineers.* Special camps of Army Engineers have been established (see map, page 251), and to these 150 men have been sent from each camp. No applications from civilians for admission to these camps will be considered, though men may be sent to them from the number of those already commissioned.

Applications for Reserve Engineer Officers' commissions in excess of present needs have been received, and on June 20 consideration of applications received after that date was suspended. To applications received before that date and not yet acted on, preference will be given in order of merit.

The general nature of the work of the Engineer Corps was indicated under paragraph 208. It may be stated that many of the officers will be engaged upon construction work in France between the seaport and the Army's sphere of operation. Some Reserve Engineer Officers have been assigned to duty under the Quartermaster's Department for the construction of cantonments. Others will officer the nine regiments now being organized as part of the National Army (see paragraph 247) for railroad construction and operation. Still others will officer the regiment of woodsmen and mill workers now being organized for work in France as part of the National Army (see paragraph 247).

216. *Ordnance.* For training for first lieutenants in the Ordnance Corps, 80 men were sent from each camp to proving grounds for instruction in the machine guns (see paragraphs 209 and 210).

217. *Signal Corps.* It is planned to send from each camp 25 men every week to the Schools of Military Aeronautics (see map, page 251) for training in the groundwork of aviation. Men not over 25 years of age are preferred.

THE SECOND SERIES OF OFFICERS' RESERVE CORPS TRAINING CAMPS.

218. Following the policy of commissioning officers on demonstrated worth, applications were received from June 15 on till July 16 for a second series of Officers' Training Camps, which will be held beginning August 27, 1917.

The locations, as revised July 30, are as follows:

Divisional areas.	Location.
I, II, III	Plattsburg Barracks, N. Y.
IV	Fort Niagara, N. Y.
V	Fort Meyer, Va.
VI, VII	Fort Oglethorpe, Ga.
VIII, IX	Fort Benjamin Harrison, Ind.
X, XI	Fort Sheridan, Ill.
XII, XV	Leon Springs, Tex.
XIII, XIV	Fort Snelling, Minn.
XVI	Presidio of San Francisco, Cal.

This list supersedes that of map, page 251.

219. *Quotas of camps based on population.* Each camp will have a quota equaling the population of the divisional area (Census Bureau estimate, 1915) multiplied by 0.00016. This will give to each divisional area about 1,000 men and will insure an equal basis of representation to each State in the Union according to population.

220. *Qualifications:*

The minimum age limit for all applicants is 20 years and 9 months. However, in order to obtain the experienced class of men desired, preference was given to men over 31 years of age, other things being equal.

Applications were received between June 15 and July 15, 1917. Under no circumstances was an application considered if received after July 16.

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Shortly after July 16 Army examiners will visit various points, to be announced, in each State. Applicants selected for personal and physical examination will be notified to appear before the Regular Army examiner in person at a convenient point, for inquiry into his record, capacity, leadership, and qualifications in general, also for further physical examination if deemed necessary by the examiner.

After the personal and physical examinations are completed, and as soon after August 1, 1917, as practicable (not later than Aug. 10) the accepted applicants will be notified when and where to go for the training course.

221. *Obligation.* Accepted applicants, unless they are reserve officers or members of the Regular Army or National Guard in Federal service, will be required to enlist for a period of three months, under section 54, National Defense Act, and will agree to accept such commission in the Army of the United States as may be tendered by the Secretary of War. The enlistment obligates one to service in the training camp only.

222. *Appointments at close of camps. Age limits for commissions.* Men will be classified and recommended for commissions on the basis of their qualifications as demonstrated during the training. Those eligible under the Officers' Reserve Corps age limits (up to 32 for second lieutenant, 36 for first lieutenant, 40 for captain, and 45 for major) will be commissioned for five years in the Reserve Corps. However, these age limits will not govern all appointments, because under the act of May 18, 1917, these age limits do not apply to appointment for the war only. Accordingly, men qualified for commissions (except for the Reserve Corps age limits) will be commissioned in the National Army for the war. In other words, a man of 40 may be commissioned a second lieutenant in this manner if recommended for that grade.

223. *Pay and expenses.* The Government will pay the men in training $100 per month during the three months' course and will provide transportation, uniforms, and subsistence, except that Reserve Officers in training will receive the pay of their grades and will provide uniforms and subsistence at their own expense.

All accepted applicants are urged, however, to provide their own uniforms in advance as follows: One service hat; 1 service coat, olive drab; 2 flannel shirts, olive drab; 2 service breeches, olive drab; 1 pair canvas leggins; 1 pair marching shoes.

The Government will provide all necessary arms and equipment, and the necessary drill regulations and other publications used in the course will be issued to accepted applicants in the camps.

224. *Course of instruction.* The training will cover a period of three months. For the first month the course will be uniform for all, with the purpose of giving instruction in the duties common to all arms. At the end of a month the men will be divided, according to qualifications and needs of the service, into Infantry, Cavalry, Field and Coast Artillery for special instruction in their respective branches during the last two months. Candidates for Cavalry commissions will be equipped and trained dismounted for service as Infantry.

ENLISTED RESERVE CORPS.

225. *The Enlisted Reserve Corps* is authorized by section 55 of the National Defense Act, approved June 3, 1916, the purpose or object being to secure an additional reserve of enlisted men in the following special branches: Medical Department, Quartermaster Corps, Engineer Corps, Ordnance Department, and Signal Corps, who can be brought to the aid of the Government in time of national crisis.

Requirements. Applicants must be citizens between 18 and 45 years of age, physically and morally fit. Previous military training is not required.

Duties. In time of peace enlistment is for four years. Reservists must keep themselves physically fit and are liable to two weeks' military training a year. In time of war reservists may be assigned to duty with units of the Regular Army or formed into separate units. The enlistment becomes subject to termination at the end of the present emergency.

Up to July 1 about 16,000 men enlisted in all of the five sections of the corps. Enlistment up to the present authorized strength will be continued for the various sections

of the corps until the organization of the new National Army, about September 1, when the Enlisted Reserve Corps will be merged with the National Army. The Engineer regiments recruited as Enlisted Reserve Corps (see paragraphs 215 and 247) have already been designated as units of the National Army.

226. *The Medical Department* has employed enlisted men as the sanitary forces in base and field hospitals and in Ambulance Corps. (See paragraphs 152 and 153.) Applications for enlistment made after June 14 were not received except for base hospital units when needed. Men desiring to serve in the Medical Department may enlist in the Regular Army Medical Department at any recruiting station.

227. *The Quartermaster Enlisted Reserve Corps.* See Quartermaster Officers' Reserve Corps, division 9 of the Officers' Reserve Corps, for details as to duties, etc. This corps differs from the Quartermaster Officers' Reserve Corps in that it is for enlisted men, corporals and sergeants; not for commissioned officers. The present authorized number of recruits is 15,993, and with the exceptions below noted the quota was practically complete on July 1.

There is need of blacksmiths, saddlers, farriers, painters, teamsters, cooks, butchers. Especially needed are bakers. The motor organizations and the clerical positions are filled.

228. *Engineer Enlisted Reserve Corps.* The engineer regiments now being recruited have been organized as the first corps in the National Army.

229. *Ordnance Enlisted Reserve Corps.* No units have been organized in this corps, but the Ordnance Department has been authorized to recruit 1,000 men.

Duties. The Ordnance Enlisted Reserve Corps requires men skilled in practically every trade and business, and *military training as a soldier is not required* before enlistment. The members of this section are required to perform the duties of their particular trade or business incident to furnishing troops with ordnance equipment, and are not required, except in emergency, to drill with rifles, perform guard duty, or other purely military duties which fall to the lot of soldiers of the Infantry, Cavalry, and other branches of the Army. The Ordnance Department may be likened to

a large business concern, reservists being required to handle the increased business resulting from war.

Personnel and qualifications. If otherwise qualified, married men may be enlisted or reenlisted in the Enlisted Reserve Corps without reference to higher authority unless the circumstances appear to be such as would probably result in application for discharge because of dependent relative should the man be ordered to active service with the Regular Army.

Desirable persons qualified to fill the following-named positions will be enlisted in the Ordnance Enlisted Reserve Corps *for the period of the war*, unless sooner discharged by proper authority, and promoted to the higher grades as vacancies occur and the reservists' qualifications, education, and service justify. The positions are as follows:

Armorers (foremen).
Armorers.
Blacksmiths.
Canvas workers.
Carpenters (foremen).
Carpenters.
Chauffeurs.
Checkers.
Clerks.
Cooks.
Draftsmen (mechanical).
Electricians and helpers.
Engineers (steam or gas).
Firemen.
Laborers.
Machinists and helpers.
Mechanics and helpers (automobile).
Motorcycle mechanics.
Overseers of labor.
Oilers.
Painters (foremen).
Painters.
Packers.
Plumbers.
Plumbers' helpers.
Riveters.
Saddlers (foremen).
Saddlers.
Stenographers.
Storekeepers.
Tentmakers.
Textile workers.
Typewriters.
Watchmen.
Wheelwrights.

230. *The Signal Enlisted Reserve Corps.* This corps does not require as great technical knowledge as the Signal Officers' Reserve Corps (see paragraph 211). There is need in classes *a* and *b* for telegraphers, radio operators, experts in gas engines, experts in motor generators, motor-truck drivers, switchboard men, linemen, electricians, mechanics, and cooks. These men will be enlisted with grades varying from master signal electricians to privates. (See paragraph 181 for pay.)

For Aviation Section see paragraph 343.

Qualifications. The following are the general qualifications requisite for enlistment in the Signal Enlisted Reserve Corps (sections *a* and *b*):

1. Master signal electrician: The applicant must be—
   (*a*) An expert telegrapher and have knowledge of the construction, operation, and maintenance of telegraph systems, primary and secondary batteries, and motor generators, or—
   (*b*) An expert radio operator and have knowledge of radio apparatus.
   (*c*) Have knowledge of the construction, operation, and maintenance of telephone systems, switchboards, location of troubles, repairs, primary and secondary batteries, motor generators, or—
   (*d*) Possess such qualities as would fit him to act as senior noncommissioned officer of a company of signal troops, to act as a leader.
2. Sergeant, first-class: The applicant must be—
   (*a*) An expert telegrapher and have knowledge of the operation and maintenance of telegraph systems and batteries, or—
   (*b*) An expert radio operator and have knowledge of radio apparatus, or—
   (*c*) Have knowledge of telephone systems, switchboards, batteries, locating and correcting faults, etc., or—
   (*d*) Possess such qualities as would fit him to act as leader of a platoon of a company of signal troops.
3. Sergeants and corporals: The applicant must have general knowledge of the subjects given under b, or possess such qualities as would fit him to act as a leader of a platoon or section of a company of signal troops.
4. Private, first-class and private. The applicant must show an interest in the subjects mentioned, be competent, keen, and possess such qualities as will insure that he will develop along the proper lines in training.

Examination. Applicants for enlistment as master signal electricians and sergeants, first-class, will be given an oral examination. Applicants for enlistment in the other grades

will demonstrate to the officer designated to obtain recruits that they have the necessary qualifications.

THE NATIONAL GUARD.

231. *Purpose.* The National Guard is organized by States for interior State protection in times of peace. It is subject to call for special service, or to draft by the Federal authorities, under the National Defense Act of June 3, 1916.

The guard is armed, uniformed, and equipped by the Federal Government from funds appropriated by Congress for that purpose, and allotted each year to the different States on the basis of the number of men in the National Guard organized in the States on the 30th day of June.

232. *Federal service.* When drafted into Federal service the guard becomes part of the armed forces of the United States, and while in service is outside the control of States and receives the same pay and allowances as that of the officers and enlisted men of similar grade in the Regular Army, and is subject to the same laws, regulations, and discipline as the Regular Army. The guard is organized on the model of the Regular Army and maintains all branches of the service save aviation. Men qualified for aviation are sent to the signal-reserve camp at San Diego, Cal., and on completing their training receive reserve commissions. This training for Guardsmen has for the present been discontinued.

233. *Personnel.* On June 30 there were 111,960 men of National Guard organizations in Federal service, and 191,619 yet to be drafted in, with a reserve of 4,443. Those troops not yet in Federal service were to be drafted into Federal service on July 15, July 25, and August 5.

Before service overseas the guard will receive intensive training in 16 tented camps in the Southeastern and Southern Departments. (See map, page 251.)

234. Assignments of National Guard divisions to their various cantonments superseding the list on map, page 251, have been completed by the War Department as follows:

To Charlotte, N. C. (Camp Greene), division 5, from the States of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut; to be called into Federal service on July 25.

To Spartanburg, S. C. (Camp Wadsworth), division 6, from the State of New York; to be called into Federal service on July 15.

To Augusta, Ga. (Camp Hancock), division 7, from the State of Pennsylvania; to be called into Federal service on July 15.

To Anniston, Ala. (Camp McClellan), division 8, from the States of Virginia, Maryland, Delaware, New Jersey, and the District of Columbia; to be called into Federal service on July 25.

To Greenville, S. C. (Camp Sevier), division 9, from the States of Tennessee, North Carolina, and South Carolina; to be called into Federal service on July 25.

To Macon, Ga. (Camp Wheeler), division 10, from the States of Alabama, Georgia, and Florida; to be called into Federal service on August 5.

To Waco, Tex. (Camp McArthur), division 11, from the States of Wisconsin and Michigan; to be called July 15.

To Houston, Tex. (Camp Logan), division 12, from the State of Illinois; to be called July 25.

To Deming, N. Mex. (Camp Cody), division 13, from the States of North Dakota, South Dakota, Nebraska, Iowa, and Minnesota; to be called July 15.

To Fort Sill, Okla. (Camp Doniphan), division 14, from the States of Kansas and Missouri; to be called August 5.

To Fort Worth, Tex. (Camp Bowie), division 15, from the States of Texas and Oklahoma; to be called August 5.

To Montgomery, Ala. (Camp Sheridan), division 16, from the States of Ohio and West Virginia; to be called July 15.

To Hattiesburg, Miss. (Camp Shelby), division 17, from the States of Indiana and Kentucky; to be called August 5.

To Alexandria, La. (Camp Beauregard), division 18, from the States of Arkansas, Mississippi, and Louisiana; to be called August 5.

To Linda Vista, Cal. (Camp Kearny), division 19, from the States of California, Utah, Nevada, Colorado, Arizona, and New Mexico; to be called August 5.

To Palo Alto, Cal. (Camp Freemont), division 20, from the States of Washington, Montana, Idaho, Oregon, and Wyoming; to be called on July 25.

THE NATIONAL ARMY.

235. *Composition.* The National Army, which will furnish the largest fighting force of the United States in the present war, is to be composed of young men, strong, alert, competent. It will be representative of our entire citizenship, and in its selection and training will give to all equal opportunity to serve and to command. The men who compose it will be within the ages of 21 and 30. They must be almost perfect physically and must be taken from those groups upon whose trained skill the country does not de-

pend for its continued ability to support itself and the allies and the armies in the field.

236. *Registration.* On June 5, 1917, men within the ages named registered throughout the Nation. Estimates had been made of the number of registrations to be expected and the results showed a discrepancy of 4.1 per cent. The apparent shortage, about 413,000, is considerably less than the number of men 21 to 30 years of age, inclusive, who are estimated by the War Department to have been in the various branches of the military and naval services of the United States on June 5, and for that reason exempt from the requirement of registration. This number is 600,000. On the face of these figures, therefore, it appears that the number of men between the ages of 21 and 31 in the United States is slightly in excess of the number estimated by the Census Bureau on May 12—10,079,000. The returns of registration available on June 25 are as follows:

	Total registration.	Per cent of estimate.	Unnaturalized Germans.
United States	9,659,382	95.9	111,823
Alabama	179,828	85.7	89
Arizona	36,932	106.4	193
Arkansas	147,522	94.2	98
California	297,532	82.2	3,948
Colorado	83,038	75.8	372
Connecticut	159,761	129.3	1,126
Delaware	21,864	108.8	92
District of Columbia	32,327	87.1	79
Florida	84,683	88.9	208
Georgia	231,418	90.6	120
Idaho	41,150	79.4	181
Illinois	672,498	105.2	6,051
Indiana	255,145	100.6	1,149
Iowa	216,594	108.8	1,262
Kansas	150,029	85.3	736
Kentucky	187,573	92.8	.....
Louisiana	157,827	92.3	216
Maine	60,176	95.5	120
Maryland	120,458	99.1	912
Massachusetts	359,323	101.1	1,508
Michigan	372,872	129.4	3,021
Minnesota	221,715	90.6	1,971
Mississippi	139,525	79.7	45
Missouri	299,625	94.9	1,008
Montana	88,273	120.4	687
Nebraska	118,123	91.3	1,156
Nevada	11,821	71.6	87
New Hampshire	37,642	102.3	79
New Jersey	302,742	100.8	4,956
New Mexico	32,202	77.6	108
New York	1,054,302	99.4	30,870
North Carolina	200,032	102.9	73
North Dakota	65,007	73.0	615
Ohio	565,384	114.4	6,189
Oklahoma	169,211	79.3	219
Oregon	62,618	57.9	577
Pennsylvania	830,507	95.0	12,674
Rhode Island	53,415	88.7	126

	Total registration.	Per cent of estimate.	Unnaturalized Germans.
South Carolina	128,039	93.4	28
South Dakota	58,014	72.1	484
Tennessee	187,611	96.2	85
Texas	408,702	97.3	1,834
Utah	41,952	90.8	344
Vermont	27,658	94.1	72
Virginia	181,826	97.5	179
Washington	108,330	49.8	791
West Virginia	127,409	90.0	1,003
Wisconsin	240,170	104.6	23,121
Wyoming	22,848	64.5	329
National Parks	85	.....	2
Indians	6,001	.....	.....

Of the 9,659,382 registrants reported, 7,347,794 are white citizens; 953,899 are colored citizens; 1,239,865 are unnaturalized foreigners from countries other than Germany; 111,823 are unnaturalized Germans, including "declarants"—that is, persons having declared their intention to become citizens but not having received their final naturalization papers; and 6,001 are Indians.

There is nothing in the returns to indicate that there has been any general attempt at evasion of registration by any important element of the population.

On July 5 registration took place in the Territories of Alaska, Porto Rico, and Hawaii, but no returns are as yet available (July 20).

237. *Allotment and selection.* The act for the temporary increase of the Military Establishment, approved May 18, 1917, provided that—

> Quotas for the several States, Territories, and the District of Columbia, or subdivisions thereof, shall be determined in proportion to the population thereof, and credit shall be given to any State, Territory, District, or subdivision thereof, for the number of men who were in the military service of the United States as members of the National Guard on April first, nineteen hundred and seventeen, or who have since said date entered the military service of the United States from any such State, Territory, District, or subdivision, either as members of the Regular Army or the National Guard. (Sec. 2.)

The rules and regulations prescribed by the President for local and district boards, promulgated July 2, further states that—

> The quotas to be called and furnished by the respective local boards shall be determined in accordance with said act of Congress and regu-

lations to be hereafter prescribed by the President. The President will cause the quotas for the several States, Territories, and the District of Columbia to be determined and notice thereof to be communicated to the governor of each State and Territory and to the Commissioners of the District of Columbia. The governor of each State and Territory and the Commissioners of the District of Columbia, acting for and by the direction of the President, shall thereupon, in accordance with regulations to be hereafter prescribed by the President, determine the quotas to be called and furnished by the several local boards within such State, Territory, or District from the persons whose registration cards are within the jurisdiction of the respective local boards therein, and shall communicate notice thereof to each local board within such State, Territory, or District. (Sec. 13.)

The number to be called and the quotas for the individual States are as follows:

	Net quota.
United States	687,000
Alabama	13,612
Arizona	3,472
Arkansas	10,267
California	23,060
Colorado	4,753
Connecticut	10,977
Delaware	1,202
District of Columbia	929
Florida	6,325
Georgia	18,337
Idaho	2,287
Illinois	51,653
Indiana	17,510
Iowa	12,749
Kansas	6,439
Kentucky	14,236
Louisiana	13,582
Maine	1,821
Maryland	7,096
Massachusetts	20,586
Michigan	30,291
Minnesota	17,854
Mississippi	10,801
Missouri	18,660
Montana	7,872
Nebraska	8,185
Nevada	1,051
New Hampshire	1,204
New Jersey	20,665
New Mexico	2,292

	Net quota.
New York	69, 241
North Carolina	15, 974
North Dakota	5, 606
Ohio	38, 773
Oklahoma	15, 564
Oregon	717
Pennsylvania	60, 859
Rhode Island	1, 801
South Carolina	10, 081
South Dakota	2, 717
Tennessee	14, 528
Texas	30, 545
Utah	2, 370
Vermont	1, 049
Virginia	13, 795
Washington	7, 296
West Virginia	9, 101
Wisconsin	12, 876
Wyoming	810
Alaska	696
Hawaii	000
Porto Rico	12, 833

Selection. The local boards (see below) gave to each man registered a number beginning in every area with 1 and disregarding alphabetical sequence. These numbers were transmitted to the office of the Provost Marshal General at Washington. Numbers representing the number of men enrolled in the largest local area were placed in a lottery. On July 20 at Washington, in the presence of high officials of the Government, the order in which each man in every local area is to be called for examination was determined by drawing these numbers from the lottery and listing them in the order drawn.

238. *Examination.* The men selected will be called to appear before boards for examination and for further determination of their status. On the basis of the law of May 18 the President promulgated on July 2 regulations governing these boards and at the same time made the following statement:

> The regulations which I am to-day causing to be promulgated, pursuant to the direction of the selective service law, cover the remaining steps of the plan for calling into the service of the United States qualified men from those who have registered; those selected as the result of this process to constitute, with the Regular Army, the National Guard, and the Navy, the fighting forces of the Nation,

all of which forces are, under the terms of the law, placed in a position of equal right, dignity, and responsibility with the members of all other military forces.

The regulations have been drawn with a view to the needs and circumstances of the whole country and provide a system which it is expected will work with the least inequality and personal hardship. Any system of selecting men for military service, whether voluntary or involuntary in its operation, necessarily selects some men to bear the burden of danger and sacrifice for the whole Nation. The system here provided places all men of military age upon an even plane, and then, by a selection which neither favors the one nor penalizes the other, calls out the requisite number for service.

The successful operation of this law and of these regulations depends necessarily upon the loyalty, patriotism, and justice of the members of the boards to whom its operation is committed, and I admonish every member of every local board and of every district board of review that their duty to their country requires an impartial and fearless performance of the delicate and difficult duties intrusted to them. They should remember as to each individual case presented to them that they are called upon to adjudicate the most sacred rights of the individual and to preserve untarnished the honor of the Nation.

Our armies at the front will be strengthened and sustained if they be composed of men free from any sense of injustice in their mode of selection, and they will be inspired to loftier efforts in behalf of a country in which the citizens called upon to perform high public functions perform them with justice, fearlessness, and impartiality.

The regulations fill a closely printed book of 84 pages, but, stated in brief, they provide that there should be a local exemption board for each county of 45,000 population and each city of 30,000, with an additional board for each 30,000 population. These boards consisted of three persons appointed by the President, and one member was a physician. These local boards on being organized took over all registration cards, numbered them serially without regard to alphabetical order, transmitted copies to the State adjutant general and prepared lists for posting, for the press, and the Provost Marshal General in Washington.

As soon as the allotted number had been selected and the local board had the list of those under its control arranged in the order of liability for service, the local boards summoned in order the men whose names are on their lists as liable to service to appear for physical examination. From five to seven days' notice was given. Those found physically deficient will be reexamined, and if the physicians or the board disagree on the findings they will be held qualified

and reexamined by the surgeons of the Army. Persons outside the area of their local boards must file, on or before the tenth day after notice to appear is sent to them, application for examination by another board.

239. *Exemptions.* The following persons or classes of persons, if called for service by a local board and not discharged as physically deficient, will be exempted by such local board upon a claim for exemption being made and filed by or in respect of any such person, and substantiated in the opinion of the local board, and a certificate of absolute, conditional, or temporary exemption, as the case may require, shall be issued to any such person.

The claim to be exempted must be made by such person, or by some other person in respect of him, on a form prepared by the Provost Marshal General and furnished by the local boards for that purpose. Such claim must be filed with the local board which notified such person that he is called for service on or before the *seventh* day after the mailing by the local board of the notice required to be given such person of his having been called for service.

The statement on the registration card of any such person that exemption is claimed shall not be construed or considered as the presentation of a claim for exemption.

(*a*) *Officers of the United States and of the several States, Territories, and the District of Columbia.*—Officers, legislative, executive, and judicial, of the United States, the several States, Territories, and the District of Columbia. The word "officers" shall be construed for the purpose of said act of Congress and these rules and regulations to mean any person holding a legislative, executive, or judicial office created by the Constitution or laws of the United States, or of any of the several States or Territories.

(*b*) *Ministers of religion.*—Any regular or duly ordained minister of religion.

(*c*) *Students of divinity.*—Any person who on the 18th day of May, 1917, was a student preparing for the ministry in any recognized theological or divinity school.

(*d*) *Persons in the military or naval service of the United States.*—Any person in the military or naval service of the United States.

(*e*) *Subjects of Germany residing in the United States.*—Any person who is a subject of Germany, whether such person has or has not declared his intention to become a citizen of the United States.

(*f*) *All other resident aliens who have not taken out their first papers.*—Any person who is a resident alien; that is, a citizen or subject of any foreign state or nation other than Germany who shall not have declared his intention to become a citizen of the United States.

240. *Discharge.* The following persons or classes of persons shall, if called for service by any local board and not discharged as physically deficient or exempted in accordance with the regulations hereinbefore prescribed, be discharged by such local board upon a claim for discharge being made and filed by or in respect of any such person, and substantiated in the opinion of the local board, and a certificate of absolute, conditional, or temporary discharge, as the case may require, issued to any such person.

The claim to be discharged must be made by such person, or by some other person in respect of such person, on a form prepared by the Provost Marshal General and furnished by the local boards for that purpose. Such claim must be filed with the local board on or before the *seventh* day after the mailing by the local board of the notice required to be given such person of his having been called for service.

The statement on the registration card of any person that discharge is claimed shall not be construed or considered as the presentation of a claim for discharge.

(*a*) *County and municipal officers.*

(*b*) *Customhouse clerks.*

(*c*) *Persons employed by the United States in the transmission of the mails.*

(*d*) *Artificers and workmen employed in the armories, arsenals, and navy yards of the United States.*

(*e*) *Persons employed in the service of the United States designated by the President to be exempted.*—Any person employed in the service of the United States, upon presentation to such local board at any time within 10 days after the filing of a claim of discharge by or in respect of such person, of an affidavit signed by the official of the Government of the United States having direct supervision and control of the

department, commission, board, bureau, division, or branch of the Government of the United States in which such person is employed stating that such person is, in his opinion, necessary to the adequate and effective operation of such department, commission, board, bureau, division, or branch in the service of the United States and can not be replaced by another person without substantial material loss in the adequate and effective operation of said department, commission, board, bureau, division, or branch in the service of the United States.

In the case of a person employed in the legislative or judicial branch of the Government the affidavit may be signed by the official under whom such person serves.

(*f*) Pilots.

(*g*) Mariners actually employed in the sea service of any citizen or merchant within the United States.

(*h*) Those in a status with respect to persons dependent upon them which renders their exclusion or discharge desirable.

1. *Any married man whose wife or child is dependent upon his labor for support*, upon presentation to such local board, at any time within 10 days after the filing of a claim for his discharge by such married man, of an affidavit signed by him giving his name, age, and place of residence; the name and place of residence of his wife; the name (s), age (s), and place of residence of his child or children (if any); and stating that he is a married man, the husband of said wife, the father of her child or children; that such wife, child, or children is (are) dependent upon his labor for support as the term "labor" is used in these rules and regulations; that his income from which such wife and child or children received such support was mainly the fruit of his mental or physical labor, and was not mainly derived from property or other sources, independent of his mental or physical labor. (Details of procedure follow in printed regulations.)

2. Any son of a widow, dependent upon his labor for support.

3. Son of aged or infirm parents, dependent upon his labor for support.

4. Father of a motherless child or children under 10 years of age, dependent upon his labor for support.

5. Brother of a child or children under 16 years of age, who has (have) neither father nor brother, and is (are) dependent upon his labor for support.

(*i*) *Any person who is found by such local board to be a member of any well-recognized religious sect or organization organized and existing May 18, 1917, and whose then existing creed or principles forbid its members to participate in war in any form, and whose religious convictions are against war or participation therein in accordance with the creed or principles of said religious organization.* (Sec. 20, in part.)

In addition, persons convicted of a felony will be discharged. (Sec. 21.)

Local boards will issue cards of exemption or discharge.

241. *Exclusions and discharges by the district boards.* District boards of at least five members each will be appointed by the President for each Federal judicial district (with certain territorial exceptions).

District boards have exclusive original jurisdiction, in respect of any person whose name has been certified to a district board as called by a local board within its jurisdiction and who has not been exempted or discharged, to hear and determine all question or claims for including or excluding or discharging any such person arising under the following provision of said act of Congress authorizing the President to exclude or discharge persons engaged in industries, including agriculture, found to be necessary to the maintenance of the Military Establishment, or the effective operation of the military forces, or the maintenance of national interest during the emergency.

A claim for discharge under this provision of said act of Congress may be filed with a district board by, or in respect of, any person whose name has been certified to the district board by a local board within the jurisdiction of such district board as one called for service by such local board and not exempted or discharged.

Any such claim for discharge must be filed with the district board on a form provided by the Provost Marshal General and supplied by district boards and local boards for that purpose on or before the *fifth* day after the mailing by

a local board of notice to such person that his name has been certified to such district board as called for service and not exempted or discharged.

The statement on the registration card of any such person that exemption or discharge is claimed shall not be construed or considered as the presentation of a claim for discharge.

Such a claim may be filed by or in respect of any such person on any of the following grounds:

1. That he is actually engaged in a particular, designated, industrial enterprise, or in a particular, designated, agricultural enterprise necessary to the maintenance of the Military Establishment; that his continuance therein is necessary to the maintenance thereof, and that he can not be replaced by another person without direct substantial material loss and detriment to the adequate and effective operation of the enterprise in which he is engaged.

2. That he is actually engaged in a particular, designated, industrial enterprise, or in a particular, designated, agricultural enterprise necessary to the effective operation of the military forces; that his continuance therein is necessary to the maintenance thereof, and that he can not be replaced by another person without direct substantial material loss and detriment to the adequate and effective operation of the enterprise in which he is engaged.

3. That he is actually engaged in a particular, designated, industrial enterprise, or in a particular, designated, agricultural enterprise necessary to the maintenance of national interest during the emergency; that his continuance therein is necessary to the maintenance thereof, and that he can not be replaced by another person without direct substantial material loss and detriment to the adequate and effective operation of the enterprise in which he is engaged.

The word "necessary" as used in said act of Congress shall be construed and held to mean that the discontinuance of, or serious interruption in, the particular, designated, industrial enterprise, or the particular, designated, agricultural enterprise in which the person is engaged would result in substantial material loss and detriment to the adequate and effective maintenance of the Military Establishment, or the

adequate and effective operation of the military forces, or the maintenance of national interest during the emergency.

The word "necessary" as used in the phrase "that his continuance therein is necessary to the maintenance thereof" in these regulations shall be construed and held to mean that the withdrawal of the labor or service of such person would directly result in substantial material loss and detriment to the adequate and effective operation of the particular, designated, industrial enterprise or particular, designated, agricultural enterprise in which such person is engaged.

Affidavits in support of or in opposition to any such claim shall be filed within five days after the filing of a claim for discharge by or in respect of any such person.

The words of the act "persons engaged in industries, including agriculture," shall not be construed and held to mean that a person engaged in a particular industrial enterprise or particular agricultural enterprise in entitled to be discharged by reason of the fact that such class of industry, taken as a whole, or agriculture, taken in its entirety, is necessary to the maintenance of the Military Establishment or the effective operation of the military forces or the maintenance of national interest during the emergency. (Sec. 44, in part.)

The district boards will issue cards of discharge for the cases coming under their control.

242. *District boards and appeals.* To the district boards all the local boards will furnish lists of men accepted or exempted or discharged. Appeals for a status different from that established by the local boards may be carried to the district boards for final decision, and the Government may make appeals from the local board decisions to the district board.

The provision for appeals by or on behalf of individuals is as follows:

An appeal may be taken by or in respect of any person called for service by any local board from the final decision of such local board, disposing of a claim for exemption or discharge, to the district board having jurisdiction in the area in which such local board is located.

The person called, or the person who filed the claim for exemption or discharge in respect of such person, must file with such local board a claim of appeal, if an appeal is taken, on a form prepared by the

Provost Marshal General and furnished by the local boards for that purpose and must give notice of the filing of such claim of appeal to the district board having jurisdiction on a form prepared by the Provost Marshal General and furnished by the local boards for that purpose.

Any such claim of appeal and the notice thereof must be filed and given within 10 days after the mailing of a notice to such person and to the person who filed the claim of exemption or discharge in respect of such person that the claim of exemption or discharge is denied.

Upon such claim of appeal being filed with the local board it shall be the duty of such local board, if it has not already done so, to forward to the district board having jurisdiction all affidavits and records in connection with the claim filed by such person or in respect of such person for exemption or discharge.

No appeal can be taken, or can be allowed to be taken, by order of any local board or district board from any order or decision of any local board, except from the final decision on a claim of exemption or discharge filed by or in respect of a person called by a local board for service. (Sec. 26, in part.)

The findings of the district board will be indicated by the card issued whether it be for service, exemption, or discharge.

243. *The President's power.* The President may affirm, modify, or reverse any decision of a district board.

244. *Limitations of exemptions, exclusions, and discharges.* When the causes no longer exist because of which the rulings of the local or district boards were made the findings of these boards will be subject to reconsideration.

245. *Continuation of the local and district boards.* The local and district boards will continue to perform such duties as are necessary in connection with the determination of the men subject to service in the National Army.

THE PREPARATIONS FOR THE NATIONAL ARMY.

246. For each of the 16 divisional areas in the United States, based on population, there will be built a great wooden city, where the National Army will be quartered until it is trained. The Regular Army is stationed at training quarters throughout the States, and the National Guard at 16 camps located in the Southeastern and Southern Departments. (For location of National Army cantonments and National Guard tented camps see map, page 251.)

The names and locations of the National Guard camps are given in paragraph 234. Those of the National Army contonments are as follows:

Camp Devens, Ayer, Mass.
Camp Upton, Yaphank, Long Island, N. Y.
Camp Dix, Wrightstown, N. J.
Camp Meade, Annapolis Junction, Md.
Camp Lee, Petersburg, Va.
Camp Jackson, Columbia, S. C.
Camp Gordon, Atlanta, Ga.
Camp Sherman, Chillicothe, Ohio.
Camp Taylor, Louisville, Ky.
Camp Custer, Battle Creek, Mich.
Camp Grant, Rockford, Ill.
Camp Pike, Little Rock, Ark.
Camp Dodge, Des Moines, Iowa.
Camp Funston, Fort Riley, Kans.
Camp Travis, Fort Sam Houston, Tex.
Camp Lewis, American Lake, Wash.

For the sections which these cantonments serve see the map.

In all, about 1,000,000 men will have to be housed and fed in quarters not standing three months ago. The gigantic nature of the task becomes clearer when one realizes that each cantonment will require 25,000,000 feet of lumber, 7,500 doors, 37,000 window sashes, 4,665 casks of Portland cement, and 5,000 yards of broken stone. The water supply of a cantonment will be 2,500,000 gallons a day. It will have its own sewerage system, fire department, bakeries, ice plants, and hospitals. It will even require a gigantic steam-heating plant. Sixteen cities, each with a population of 40,000, well cared for—that is the task.

Actual construction work at each of the 16 cantonments to be erected for the new National Army will be in charge of an officer of the Quartermaster Corps, either Regular or Reserve, to be known as the constructing quartermaster. Under him will be an assistant quartermaster.

The constructing quartermaster will be in full charge at each cantonment, directing the laying out of the buildings and supervising for the Government the entire work of construction as carried on by the contractor.

The position of constructing quartermaster is a most important one as the contracts are being executed on a cost plus percentage basis, which makes it necessary that the quartermaster should keep a very close watch on all the operations of the contractor. It will be his task, too, to facilitate the work in every way possible, so that the cantonments may be completed expeditiously and at a minimum of expense.

The personnel of the contracting quartermasters includes a number of well-known civilian engineers who have been given major's commissions in the Quartermaster's Reserve Corps. In addition, several officers of the Regular Army Quartermaster's Corps are acting in executive capacity.

Orders have gone to the governors of 15 States to muster into the Federal service 16 companies of engineers of the National Guard, who will be assigned to do the preliminary engineering work on the sixteen sites for cantonments for the National Army, one company to a cantonment.

One company each has been ordered from Massachusetts, New York, Pennsylvania, South Carolina, Georgia, Ohio, Indiana, Michigan, Illinois, Mississippi, Iowa, Kansas, Texas, and California and two companies from New Jersey.

The first work of each company will be to plot out the site chosen for the cantonment, to prepare preliminary plans showing the contractor where sewers, water pipes, wires, roads, regimental camps, and all necessary buildings and other works are to be placed.

The supplies that have been ordered reach figures that seem too great for credence until one places over against them 1,000,000 men and their needs for a year. A few instances will suffice. Orders have been placed for 5,000,000 blankets, 6,000,000 shoes, and 11,191,000 light woolen stockings.

Enormous orders for all types of ammunition have been placed. In 1915 the appropriation for small arms was $875,000. In 1917 it is $148,500,000.

247. *Units already formed.* Nine regiments of railroad engineers and one regiment of woodsmen and mill workers have been organized as units of the National Army, and other special forces may be authorized before the general call is issued which will bring the 500,000 men of the first increment into training at the cantonments.

WELFARE OF THE CAMPS.

THE COMMISSION ON TRAINING CAMP ACTIVITIES.

248. *Camp health and morals.* The officials and officers of the Army and the Navy are determined to do everything in their power to provide training conditions for our forces which will not endanger their health or moral welfare. The Surgeons General of the Army, Navy, and Public Health Service are all united in their efforts to effect this result.

249. *Army camps.* This is evidenced for the Army by the following sections of the Army bill:

SECTIONS FROM THE ARMY BILL (H. R. 3545) APPROVED BY THE PRESIDENT MAY 18, 1917.

SEC. 12. That the President of the United States, as the Commander in Chief of the Army, is authorized to make such regulations governing the prohibition of alcoholic liquors in or near military camps and to the officers and enlisted men of the Army as he may from time to time deem necessary or advisable: *Provided*, That no person, corporation, partnership, or association shall sell, supply, or have in his or its possession any intoxicating or spirituous liquors at any military station, cantonment, camp, fort, post, officers' or enlisted men's club which is being used at the time for military purposes under this act, but the Secretary of War may make regulations permitting the sale and use of intoxicating liquors for medicinal purposes. It shall be unlawful to sell any intoxicating liquor, including beer, ale, or wine, to any officer or member of the military forces while in uniform, except as herein provided. Any person, corporation, partnership, or association violating the provisions of this section or the regulations made thereunder shall, unless otherwise punishable under the Articles of War, be deemed guilty of a misdemeanor and be punished by a fine of not more than $1,000 or imprisonment for not more than twelve months, or both.

SEC. 13. That the Secretary of War is hereby authorized, empowered, and directed during the present war to do everything by him deemed necessary to suppress and prevent the keeping or setting up of houses of ill fame, brothels, or bawdy houses within such distance as he may deem needful of any military camp, station, fort, post, cantonment, training, or mobilization place, and any person, corporation, partnership, or association receiving or permitting to be received for immoral purposes any person into any place, structure, or building used for the purpose of lewdness, assignation, or prostitution within such distance of said places as may be designated, or shall permit any such person to remain for immoral purposes in any such place, structure, or building as aforesaid, or who shall violate any

order, rule, or regulation issued to carry out the object and purpose of this section shall, unless otherwise punishable under the Articles of War, be deemed guilty of a misdemeanor and be punished by a fine of not more than $1,000, or imprisonment for not more than twelve months, or both.

250. *Navy camps.* Secretary Daniels has already stated that the Department of the Navy would leave nothing undone to protect the health and morals of the men under his control. (See paragraph 273.)

251. *Personnel of the commission.* To render these intentions effective a Commission on Training Camp Activities has been appointed by the Secretary of War, with the following personnel: Raymond B. Fosdick, chairman; Lee F. Hanmer, Thomas J. Howells, Joseph Lee, Malcolm L. McBride, John R. Mott, Charles P. Neill, Maj. P. E. Pierce (United States Army), Joseph E. Raycroft.

Mr. Fosdick has also been appointed by Secretary Daniels as chairman of the Naval Commission on Training Activities. (See paragraph 273.)

252. *Purpose.* In announcing the creation of this commission Secretary Baker addressed to the governors of the States and the chairmen of the State Councils of Defense a letter from which the following statements are taken:

In the training camps already established or soon to be established large bodies of men, selected primarily from the youth of the country, will be gathered together for a period of intensive discipline and training. The greater proportion of this force probably will be made up of young men who have not yet become accustomed to contact with either the saloon or the prostitute, and who will be at that plastic and generous period of life when their service to their country should be surrounded by safeguards against temptations to which they are not accustomed.

Our responsibility in this matter is not open to question. We can not allow these young men, most of whom will have been drafted to service, to be surrounded by a vicious and demoralizing environment, nor can we leave anything undone which will protect them from unhealthy influences and crude forms of temptation. Not only have we an inescapable responsibility in this matter to the families and communities from which these young men are selected but from the standpoint of our duty and our determination to create an efficient army we are bound as a military necessity to do everything in our power to promote the health and conserve the vitality of the men in the training camps.

I am determined that our new training camps, as well as the surrounding zones within an effective radius, shall not be places of temptation and peril. The amendments to the Army bill recently passed (see paragraph 249) give the War Department more authority in this matter than we previously possessed. On the other hand, we are not going to be able to obtain the conditions necessary to the health and vitality of our soldiers without the full cooperation of the local authorities in the cities and towns near which our camps are located or through which our soldiers will be passing in transit to other points.

As I say, the War Department intends to do its full part in these matters, but we expect the cooperation and support of the local communities. If the desired end can not otherwise be achieved, I propose to move the camps from those neighborhoods in which clean conditions can not be secured.

In this connection let me call your attention to the Commission on Training Camp Activities, which I have organized to advise with me on questions relating to the moral hazards in our training centers, as well as to the promotion of rational recreation facilities within and without the camps.

The Commission on Training Camp Activities is a directive and coordinating agency for all the forces working to make the camp life physically and morally wholesome. Among the important organizations already advising the commission are the Playground and Recreation Association of America, Boston, Mass.; the American Social Hygiene Association, 105 West Fortieth Street, New York City; Bureau of Social Hygiene, 61 Broadway, New York City; Committee of Fifteen, Chicago, Ill.; Committee of Fourteen, New York City; the Y. M. C. A.; Y. M. H. A.; Y. W. C. A. (see paragraph 28); Knights of Columbus; and representatives of the great religious bodies in the Nation (see Chaplains, paragraphs 52 to 54, inclusive; for R. O. T. Camps, see paragraph 51).

The Surgeon General of the Army and Public Health Bureau and the General Medical Board of the Advisory Commission of the Council of National Defense are also cooperating with the commission.

253. *Camp recreation.* Mr. Fosdick purposes to clear up camp communities and fill the camps with recreation opportunities. He says:

Too many of the evils surrounding camp life in the past are traceable to the lack of adequate amusement and rational recreation for the soldier. Our commission does not intend to attempt to apply

impracticable, idealistic standards. We shall be dealing with a fine lot of healthy, red-blooded men, and we must have healthy, red-blooded forms of recreation. My point is that there must be plenty of it to absorb the surplus energies of the soldiers in their hours of relaxation. In connection with the work, therefore, but under the direct control of the Army, is the promotion of athletic sports and games such as are now carried on in England under the Aldershot plan and promoted to a large extent in Canada. Briefly, these games are built up on the inter-unit system, their idea being to develop the competitive instinct in the soldier. Boxing, wrestling, bayonet exercise, and all forms of hard, physical games are followed. Everybody must take part. Squads compete with squads, companies with companies, regiments with regiments, brigades with brigades, and divisions with divisions.

A member of the British mission recently in Washington, Col. Goodwin, told me that these games, which had been encouraged, in fact, enforced, by the army officials in France, were one of the great influences in keeping men sane and balanced behind the lines.

In addition to the recreational activities inside the camps, the commission will provide in the communities near the camps swimming pools, moving-picture shows, pool rooms, dance halls, and other forms of entertainment.

THE Y. M. C. A.

254. *Work in European camps.* The Y. M. C. A. has been active from the beginning of the war in the camps in Europe, and it plans now to continue that work with a personnel chosen from the countries which the camps represent. Information may be obtained only from the European office of the Y. M. C. A., room 304, International Council Building, No. 124 East Twenty-eighth Street, New York City.

255. *Work in National Army and naval training camps.* In cooperation with Mr. Fosdick's committee the Y. M. C. A. plans to work in the great camps to be established in this country:

It is proposed to erect about 200 association buildings in the Army camps throughout the country, each building to serve a brigade, and to have a staff of five secretaries. The buildings will provide large meeting rooms for moving-picture entertainments and concerts, correspondence facilities, rooms for educational classes, also games, pianos, and phonographs. The buildings will be available for other religious services as well as for services under the direction of Protestant chaplains.

256. *Budget.* The Y. M. C. A. has succeeded in raising its $3,000,000 budget needed for its war work. But the association estimates that its work for the armies will cost $5,000,000 a year. Two millions of the sum raised have already been cabled abroad for immediate use in London and Paris centers. It is, therefore, evident that funds will be needed continually if the work is not to suffer, and contributions will be more than welcome.

257. *Personnel.* The secretaries for this service are to be sought among the present employed officers of the North American Associations, ministers, professional and business men, upper-class students of colleges, theological and other professional schools, who qualify on the highest physical, educational, and social standards, who show leadership for work of this kind and have the qualifications. Where necessary, men will be given special preparation for the work before being assigned to definite responsibility. Special effort will be made to have the association secretaries work in close cooperation with the Army and Navy chaplains.

258. *Application.* Those interested in this service should apply to the Bureau of Personnel, Association War Work Council, 124 East Twenty-eighth Street, New York City.

Each candidate is expected to register his application in writing, using the regular war-work information blank. The application should be accompanied by a recent photograph. His references will be investigated, and, if found satisfactory, a personal interview (when practical) will be arranged with a representative of the candidate committee. If approved, his name is given to the executive committee with recommendations as to the type of work for which he is best qualified. If inexperienced in association work he is registered for the special course of training.

259. *Work with the American forces abroad.* With every 5,000 soldiers sent abroad, the Y. M. C. A. will send one secretary and equipment for a camp building, including an automobile, an auto truck, a large marquee, books, writing materials, games, candies, etc. Huts will be established close to the firing lines, with refreshment for wounded troops, who will be assisted to the Red Cross ambulances by Y. M. C. A. men whenever possible.

THE Y. W. C. A.

260. *The camp work of the Y. W. C. A.* is described in paragraph 28.

THE KNIGHTS OF COLUMBUS AND CATHOLIC WOMEN'S WAR RELIEF.

261. *Recreation centers.* A fund of $1,000,000 is being raised by the great organization for practical Catholic men, the Knights of Columbus, for establishing at the camps of the National Army, and possibly at the other Army camps, buildings for recreation which will be open to all soldiers without consideration of belief. The work is in charge of James A. Flaherty, Supreme Knight, New Haven, Conn. Contributions should be made payable to "Knights of Columbus War Fund," Supreme Secretary, Drawer 96, New Haven, Conn.

Catholic Women's War Relief. The furnishing of the camp buildings has been undertaken by the Catholic Women's War Relief. Rev. Lewis J. O'Hern, C. S. P., St. Paul's College, Brookland, D. C., who represents the hierarchy in the appointment of chaplains by the Government and in training-camp activities, is chairman of the War Relief Committee, and all inquiries should be addressed to him.

THE Y. M. H. A.

262. *The Jewish work in the camps* will be undertaken in part in cooperation with the Y. M. C. A., but a special war council, under the chairmanship of Mr. S. A. Goldsmith, 31 Union Square, New York City, is perfecting detailed plans for the active helpfulness of the various Jewish organizations.

CAMP LIBRARIES.

263. *The American Library Association* has been asked by the Commission on Training Camp Activities to furnish public-library facilities to the cantonments and National Guard training camps and has agreed to undertake this service.

Mr. J. I. Wyer, jr., director New York State Library, Albany, N. Y., who is chairman of the Library War Service

Committee of the American Library Association, is also chairman of the Committee on Camp Libraries.

264. *The committee's program* seeks to supply thoroughly modern public-library facilities for all soldiers in training. This service will be furnished through separate library buildings in all the principal camps and cantonments and by the utilization of Y. M. C. A., Knights of Columbus, and other similar buildings as branch distributing agencies in the larger camps and as the only or principal distribution points in the smaller camps.

265. *Budget.* The committee has undertaken to secure the funds for the erection of 32 library buildings, which may cost $320,000, and the purchase of the necessary books for stocking these libraries with 10,000 volumes each at a possible expense of $300,000.

The committee also requires funds for incidental expenses, to meet which the committee solicits funds either as single gifts or on the monthly payment basis. Send subscriptions to Frank P. Hill, chairman, Committee on Finance, 26 Brevoort Place, Brooklyn, N. Y.

The committee will also issue an appeal for gifts of books and magazines, to be sent to local libraries for sorting and forwarding when the proposed library buildings are erected.

DRAMATIC AMUSEMENTS.

266. Several of the largest theatrical producers have undertaken to organize theatrical entertainments for the camps. Many well-known actors have donated their services or agreed to serve at salaries much lower than they at present command. (See also paragraph 33.)

COLLEGE CLUB FOR TROOPS ABROAD.

267. The establishment in Paris of a home club for American college men or their friends who may be in the French capital for military or other service in the cause of the allies is contemplated by the American University Union in Europe, which has just been organized in this country. The privileges of the club will include information bureau, writing and newspaper room, library, dining room, bedrooms, baths, social features, medical advice, etc. The

union also expects to provide headquarters for the various bureaus already established or to be established in France by representative American universities, colleges, and technical schools. It will cooperate with these bureaus when established, and in their absence to aid institutions, parents, or friends in securing information about college men in all forms of war service, reporting on casualties, visiting the sick and wounded, etc.

The University Union will have its headquarters in Paris, with branch agencies in London and such other cities in allied countries as may seem desirable. Its office in America will be in or near New York City.

The board of trustees consists of Dr. Anson Stokes, of Yale, chairman; President Hutchins, of the University of Michigan, vice chairman; Mr. Roger Pierce, of Harvard, honorary secretary; Mr. Henry Thompson, of Princeton, honorary treasurer; President Goodnow, of Johns Hopkins; President Finley, Commissioner of Education of the State of New York; and Mr. John Sherman Hoyt. Mr. Hoyt was appointed a member, in accordance with the constitution, by the chairman of the International Army and Navy Y. M. C. A.

The executive committee consists of Prof. Nettleton, of Yale; Prof. Lansing, of the Massachusetts Institute of Technology; and three or five others to be elected by the trustees.

The advisory council will consist of the presidents of the Paris alumni associations or duly chosen representatives of the following colleges: Columbia, Cornell, Dartmouth, Harvard, Michigan, Pennsylvania, Princeton, Massachusetts Institute of Technology, Williams, and Yale. The President of the United States, the President of France, the Secretaries of War and Navy of the United States, the American ambassadors to France and Great Britain, the general commanding the American troops in France, and other persons of distinction may be invited to become honorary patrons to the union.

Membership in the union is restricted to colleges in the United States giving degrees recognized by the committee on admissions of the New York University Club, to clubs of college men, and to any person contributing $100 or more to the work of the union, who shall be enrolled as a sustaining member for one year.

THE NAVY.

268. *Naval units.* The various naval units now existing in addition to those of the Regular Navy are the Naval Reserve Force, the Marine Corps, the Marine Corps Reserve, the Naval Militia, and the Coast Guard. All of these are rapidly being called into active service in connection with the full mobilization of the Navy.

269. *Personnel of the United States Navy.* The total enlisted strength of the Navy on July 23 was 135,234 men. Since the declaration of war 57,898 men have enlisted. The number of enrolled men in the Navy has been more than doubled since March 1. In addition to this large number, about 35,000 enlisted in the Naval Reserve Force and 10,000 National Naval Volunteers (Naval Militia in Federal service). Additional recruits are desired, however, to raise the total enlistment in the Navy to 150,000, as authorized by law. Besides the men for duty in the seaman branch, the Navy needs men for service in special branches, such as artificers, yeomen, electricians, the commissary, hospital corps, aeronautics, and the like, to be selected on a basis of previous experience or of special aptitude. See paragraphs 278 to 285, inclusive.) The principal need of the Navy is for radio electricians, machinists, firemen, and cooks. Bakers, musicians, yeomen, clerks, carpenters, coppersmiths, boiler makers, shipwrights, blacksmiths, painters, pharmacists, and ship fitters can also find employment in the Navy.

270. *New training camps.* To provide for the many new recruits, a large number of new training camps are being built. Work on the new training camps for naval recruits and reserves is being rapidly rushed to completion. Several large camps have already been completed, others will be finished shortly, and several more will be ready for occupancy early in August. Including the camps for the Marine Corps, quarters will be provided for more than 80,000 men, and the approximate cost will be $9,000,000.

Camps have been completed, are now in course of construction, or will soon be begun, at the following points:

Philadelphia, Pa., for 5,000 men; completed.
Newport, R. I., for 6,000 men; completed about July 1.
Cape May, N. J., for 2,000 men; will be completed about August 1.
Philadelphia, Pa., for 5,000 men; completed.
Pensacola, Fla., for 1,000 additional men; completed.
Key West, Fla., for 500 men; in course of construction.
Mare Island, Cal., for 5,000 men; in course of construction.
Puget Sound, Wash., for 5,000 men; work begun.
Hingham, Mass., for 500 men; completed about July 1.
New Orleans, La., for 500 men; completed about July 1.
San Diego, Cal., for 2,500 men; completed about July 1.
Great Lakes Training Station, Chicago, Ill.; accommodations for 15,000 additional recruits.

In addition a number of small camps have been constructed.

The camp at Port Royal, S. C., for 5,000 men of the Marine Corps is practically completed, and the construction of the Marine Corps camp at Quantico, Va., providing for 8,000 men is well under way.

Preparations are being made for the erection of buildings at the Hampton Roads Naval Operating Base that will provide accommodations for 10,000 men.

Arrangements have also been made to take over the Mississippi exposition grounds at Gulfport, Miss., which, with the erection of barracks and other temporary buildings, will provide for about 3,500 men.

In Brooklyn, N. Y., a camp for 3,000 regulars will be built adjoining the navy yard and a camp near Pelham, N. Y., for 5,000 reserves.

THE UNITED STATES NAVY.

271. *Information about enlistment.* Navy recruiting stations are located in all the larger cities and many of the smaller ones.

Information regarding enlistment in the Navy, and the address of the nearest recruiting office will be furnished promptly upon request received at either the Bureau of Navigation, Navy Department, Washington, D. C., or the Navy Publicity Bureau, 318 West Thirty-ninth Street, New York, N. Y.

Additional and complete information is given in the illustrated booklet entitled "The United States Navy," published by the Navy and given free upon request at any station.

272. *Requirements for enlistment.* An applicant for enlistment must be an American citizen, native or fully naturalized, and must be able to read and write English. He must be between 17 and 30 years of age, and if under 20 he must present an age certificate. Applicants under 18 must furnish the written consent of parent or guardian, to be filled out on a separate blank, which is supplied on request. In addition they must have the special permission of the Bureau of Navigation. On the application blank each applicant must state that he believes himself to be physically qualified to perform the duties of the rating to which he may be assigned; that he is of good habits and character; and that he has never deserted from any branch of the military service. An applicant must appear personally at a navy recruiting station or navy yard, and there be examined as to his qualifications for enlistment. The term for enlistment is four years, except for boys under 18, who enlist to serve during their minority.

273. *Training camp welfare.* Secretary of the Navy Daniels has announced the appointment of an advisory committee on the improvement and welfare of the men in the training camps and stations of the Navy and Marine Corps, to be called the Naval Commission on Training Activities. In the regular and reserve corps of the Navy and Marine Corps there have been recently added about 114,000 men, and the majority of these recruits are very young men and boys who have come from sheltered homes in America. In announcing the appointment of the commission, Secretary Daniels made the following statement:

> I believe that their welfare and their training in good surroundings is a matter of the highest importance, and every effort is being made to secure the very best moral environment for the young men in all the training camps and stations. To this end, I have asked the cooperation of the authorities in the States where these young men are at present located and have requested a committee of men and women who have taken deep interest in the physical and moral welfare of young men to cooperate.
>
> I am glad to say that a commission of men and women, all of whom have rendered important service and have special fitness to

give advice in this important work, have accepted and have enlisted as volunteers in the effort to make conditions as near ideal for the enlisted personnel as possible. At my request, Mr. Raymond B. Fosdick will be chairman of the commission. Mr. Fosdick has been appointed in like capacity by Secretary Baker on Army camps. In order to secure the most hearty cooperation for each arm of the service, I deemed it best to secure Mr. Fosdick to be chairman of the naval committee as well as of that of the Army.

The committee is composed of Raymond B. Fosdick, chairman; Walter Camp, New Haven, Conn.; Barton Myers, Norfolk, Va.; Joseph Lee, Boston, Mass.; John J. Egan Atlanta, Ga.; Selah Chamberlain, San Francisco, Cal.; Clifford W. Barnes, Lake Forest, Ill.; Charles P. Neill, Washington, D. C.; E. T. Meredith, Des Moines, Iowa; John S. Tichnor, secretary Army and Navy Y. M. C. A., New York; Lieut. Richard E. Byrd, United States Navy; Mrs. Finley J. Shepard, New York; Mrs. Daisy McLaurin Stevens, Hattiesburg, Miss.; and Mrs. Helen Ring Robinson, Denver, Colo.

For an account of the commission's work in Army camps see paragraphs 248 and following.

274. *Naval training.* After enlisting, a man under 25, not skilled in any trade (see below), is enrolled as apprentice seaman and is sworn in. He is then sent to one of the training stations at Norfolk, Va.; Newport, R. I.; Great Lakes, Ill.; San Francisco, Cal.; or to one of the many new training camps. (See paragraph 270.) His training at these stations includes drills, duty, and study periods, but besides these, he is given an opportunity to work in the technical naval trades, such as signaling, wireless, music, hospital work, etc., and if he shows special aptitude he is assigned to a class for a course of instruction and later he may be assigned to one of the naval trade schools. After the apprentice seaman has completed his course of instruction he is examined, and if he is found qualified he is advanced in rating and is transferred to sea.

275. *Rates of pay.* When a man enlists he is immediately placed upon the pay roll, but an apprentice seaman does not draw all his pay for any month during the training period. This is given him when he completes his course of instruction; thereafter he draws all the pay due him each month. The pay of an apprentice seaman is $32.60 a month during the period of the war and for six months thereafter. The

first raise in the seaman branch is to $35.90, and this advance usually comes before the recruits are sent to sea. The next advance, after assignment to general service, is to the rank of seaman at $38.40. A seaman is eligible for advancement to third-class petty officer at $41 and so on to chief petty officer at $83 with permanent appointment. Pay in the artificer class ranges from $36.20 to $83 a month, and for yeomen, musicians, Hospital Corps, and commissary branch from $32.60 to $83 a month. Further allowances are made for special duties.

276. *Savings, death benefits, etc.* As transportation is paid and a complete outfit is provided free for every recruit, the man has very few expenses and may deposit his savings with the Navy paymaster, or have the money paid to his family at home, by Government check or money order. Pay continues through sickness, and men who die in the service from wounds or disease not the result of their own misconduct have an amount equal to six months of their wages (or one year's for those in aviation duty) paid immediately to their widows, children, or other dependent relatives previously designated by them. For plans as to life and accident insurance for men in the naval service see paragraph 182.

277. *Advancement and commissions.* The next grade above that of chief petty officer (see above) is warrant officer with pay ranging from $1,500 to $2,400 a year. After six years' service, a warrant officer becomes a commissioned chief in a definite grade, and after further service he receives the pay and allowances of a lieutenant, junior grade, and later of lieutenant. Furthermore, since June, 1914, appointment as midshipmen to the Naval Academy is open to an enlisted man under 20 years of age who has been in the Navy at least one year at the time of appointment and who can pass the examination. After four years' training he is appointed ensign, with pay of $1,700 a year.

Examinations for commission. In addition to this procedure for obtaining a commission, permission is frequently granted enlisted men to take the examination for appointment to a commission in either the Navy or the Marine Corps.

SPECIAL TRAINING AND SERVICE.

278. *Artificers.* The artificer school is located at Norfolk, Va., and is composed of classes for shipwrights, ship fitters, blacksmiths, and painters. Men with previous experience or special recommendation from their commanding officers are received for instruction. The course requires three months and includes, besides technical training, lectures relative to naval usage, etc. Men who already possess a mechanical trade may be enlisted for duty in that trade, even if over 25, provided they are under 35 years of age.

279. *Yeomen.* This branch performs the clerical work of the Navy, and some previous clerical experience is necessary. Enlistments will be made when vacancies occur. The yeoman schools are located at Newport, R. I., and San Francisco, Cal. The schools are divided into five classes, the preliminary class and four departments of work: (*a*) The supply officer department; (*b*) the executive officer department; (*c*) the pay officer department; (*d*) the commanding officer's department. Each of these classes requires five weeks. The pay for yeomen ranges from $32.60 to $83 a month. All recruits in this branch must enlist as landsman-for-yeoman.

280. *Hospital Corps.* The work of the Hospital Corps consists of attendance upon the sick of the Navy and Marine Corps in naval hospitals, naval shore stations, on board ships, and upon the expeditions of the Marine Corps. Previous training is not essential, but a knowledge of nursing is advantageous, and men with technical experience and general education may more definitely expect continuous advancement. Training schools are located at Newport, R. I., and at San Francisco, Cal. The training consists of three weeks' general military instruction, a course in the hospital school, and further practical instruction in a naval hospital. The work is not specialized, but particular abilities of any man are fostered. Advancement is possible from the lowest enlisted rating of hospital apprentice, second class, to the rank of pharmacist, who is a warrant officer. The pay for men in the Hospital Corps ranges from $35.90 for hospital apprentices, second class (recruits $17.60), to $77 a month for chief pharmacist's mate. Men

may present themselves for enlistment at any Navy recruiting station, navy yard, or naval station. At present only 125 men a month may be enlisted and they must enlist as hospital apprentice, second class, or first class.

281. *Electrical branch.* This branch is divided into general electricians and radio electricians. The physical and moral qualifications required for entrance to other branches of the naval service apply here, and in addition the applicant for general electrician must be an electrician by trade, and the applicant for radio electrician must be a competent Morse code operator (i. e., must receive about 20 words a minute) and must pass an examination in penmanship, spelling, and arithmetic. In addition to this, men holding commercial radio licenses and who can pass an examination may be enlisted as electrician, third class (radio), and then undergo the regular course of instruction. The schools are located at the Navy Yard, Brooklyn, N. Y., and at Mare Island, Cal. The course comprises 8 months of instruction. Applicants must be between 18 and 25 years old, and are enlisted as landsman-for-electrician. The pay ranges from $32.60 to $83 a month.

282. *Commissary department.* Applicants for enlistment in this section must have some experience in the work for which they apply whether as cooks, bakers, or stewards. They receive a six months' training in the school at San Francisco, Cal., or Newport, R. I., and are at first enlisted as landsman-for-ship's-cook or as landsman-for-baker. The age limit on first enlistment is 18 to 25 years. The pay ranges from $32.60 to $83 a month.

283. *Paymasters.* The Navy Pay Officers' School is in Washington, D. C. The course of instruction covers all duties performed by an assistant paymaster at sea and includes military instruction. The student officers are graduates of the Naval Academy or of distinguished military colleges or successful candidates in a competitive examination.

284. *Submarine service.* Congress has authorized an increase in submarines. Recruits for machinist's mate are especially wanted. The requirements for enlistment are a knowledge of machine-shop tools and bench work and of the parts of marine engines and boilers. The pay in this

branch is exceptionally high, since there are many additional payments for special service. Pay for machinist's mates, second class, is $52 a month, and for machinist's mates, first class, $66.50. Chief machinist's mates receive $83. All qualified submarine men receive a special allowance of $5 a month, besides $1 a day for each day the vessel submerges, not to exceed $15 a month. Advancement is rapid with appropriate increases in pay. Information can be obtained and enlistment made at the submarine base at New London, Conn.

285. *Aeronautic service.* Training in the aeronautic school is open only to selected enlisted men and to men who enlist for aviation duty. The station is at Pensacola, Fla. (For further information, see section on aeronautics, paragraphs 346 to 349, inclusive.)

UNITED STATES NAVAL RESERVE FORCE.

286. *General statement.* The Naval Reserve Force was authorized by the act of August 29, 1916. A brief description of each of the six classes is given below, and detailed information will be supplied on application to the commandant of the nearest naval district. A list of the commandants and their addresses is also given in paragraph 295. Applicants should address their communications to the nearest.

All members of the Naval Reserve Force, except the Naval Auxiliary Reserve, must be citizens of the United States. Members of the Naval Auxiliary Reserve must be citizens of the United States or its insular possessions. All persons applying for enrollment in the Naval Reserve Force must furnish satisfactory evidence as to character and ability.

Members of the Naval Reserve Force are not required to perform any active service in time of peace but may be assigned to duty at their own request. However, they are obligated to serve through a war or national emergency, and no members of the Naval Reserve Force will be eligible for confirmation in rank or rating until the completion of not less than three months' active service.

All members of the Naval Reserve Force, except the Fleet Naval Reserve, enroll in a provisional rank or rating and

their retainer pay commences from the date of their enrollment.

The retainer pay of all members of the Naval Reserve Force, except the Fleet Naval Reserve, is $12 per annum until members have been confirmed in their rank or rating. After confirmation in rank or rating the retainer pay is as noted in each class below.

The maximum active service in time of peace allowed any member of the Naval Reserve Force is three months per year. This active service may be taken at the election of the member, but must be in periods of not less than three weeks at any one time.

For members of the Fleet Naval Reserve the minimum amount of active service allowed at any one time is one month.

Members of the Naval Auxiliary Reserve perform no active service except in time of war.

Owners and operators of power boats suitable for Government purposes may be enrolled in the Naval Coast Defense Reserve, and the Secretary of the Navy is authorized to enter into contract with owners to take over their boats in time of war upon payment of a reasonable indemnity.

287. *The Fleet Naval Reserve.* A reserve composed entirely of ex-service officers and men whose last service with the Navy terminated honorably.

The personnel of this reserve will be ordered to active duty at sea.

Officers and men are enrolled in the rank or rating last held in the Navy.

The retainer pay per year of officers in the Fleet Naval Reserve is two months' base pay of the corresponding rank in the Navy.

Active-service pay is in addition to retainer pay and is the full pay of the corresponding rank in the Navy of the same length of naval service.

The retainer pay of enlisted men is as follows: Less than 8 years' service, $50 per annum; less than 12 years' service, $72 per annum; 12 or more years' service, $100 per annum.

Active-service pay is in addition to retainer pay and is the full pay of the corresponding rating in the Navy of the same length of naval service.

The retainer pay of each member of the Fleet Naval Reserve is increased 25 per cent on each re-enrollment, provided the member has completed not less than three months' active service during the last term of enrollment and re-enrolls within four months of date of termination of last enrollment.

288. *The Naval Reserve.* This is a reserve composed of ex-merchant marine officers and men.

The personnel of this reserve will be ordered to duty on naval and auxiliary vessels.

In order to be eligible for enrollment as an officer the applicant must have had not less than two years' experience as a watch officer (deck or engineer) on a lake or ocean going vessel.

In order to be eligible for enrollment in an enlisted rating in this class the applicant must present credentials to show the rating in which he has served in the merchant service.

The retainer pay of officers of the Naval Reserve is two months' base pay of the corresponding rank in the Navy.

The retainer pay of enlisted men in the Naval Reserve is two months' base pay of the corresponding rating in the Navy.

Active-service pay is in addition to retainer and is the full pay of the corresponding rank or rating in the Navy of the same length of naval service.

The retainer pay of each member of the Naval Reserve is increased 25 per cent on each re-enrollment, provided the member has performed not less than three months' active service with the Navy during the last term of enrollment, and re-enrolls within four months of the date of termination of last enrollment.

289. *The Naval Auxiliary Reserve.* This class of the reserve is composed of officers and men serving on board vessels of the United States merchant marine listed by the Navy Department as desirable auxiliaries and to be taken over as such in time of war.

The personnel of this reserve will serve on vessels on which serving when called into active service. As a rule they will not be transferred to any other vessel except in case of emergency.

The retainer pay of officers of the Naval Auxiliary Reserve is one month's base pay of the corresponding rank in the Navy.

Active-service pay is in addition to retainer pay and is the full pay of the corresponding rank in the Navy of the same length of naval service.

The retainer pay of enlisted men in the Naval Auxiliary Reserve is two months' base pay of the corresponding rating in the Navy.

Active-service pay is in addition to retainer pay and is the full pay of the corresponding rating in the Navy of the same length of naval service.

The retainer pay of each member of the Naval Auxiliary Reserve is increased 25 per cent on each reenrollment within four months from the date of the expiration of the last term of enrollment.

290. *The Naval Coast Defense Reserve* offers an opportunity to citizens of all ages who are capable of special useful service to the Navy, or in connection with the Navy in defense of the coast. Owners and operators of yachts and motor-power boats suitable for naval purposes in defense of the coast may be enrolled in this class and have their boats taken over upon payment of a reasonable indemnity. (See below, paragraph 291.)

Personnel. The personnel of this class is as follows:

(*a*) Officers (provisional) must have ability, experience, and special qualifications for important duties in naval districts and must furnish evidence as to ability, character, and citizenship. They must pass professional and physical examinations for provisional rank.

(*b*) Officers (confirmed). After three months' active service an officer may be confirmed in his provisional rank by passing professional and physical examinations.

(*c*) Men (provisional) must be capable of performing useful service with coast-defense vessels, torpedo craft, mining vessels, patrol vessels, or as radio operators, etc., and must give evidence as to ability, character, and citizenship. They must qualify physically.

(*d*) Men (confirmed). After three months' service a man may be confirmed in his provisional rating by passing an examination.

In addition to the above, men are wanted with experience in administration and accounts, wireless, signaling, telegraphy, electrical work, navigation, shopwork, gas-engine practice, running motor boats, engine rooms, etc.

Pay, etc. When actively employed, either under provisional or confirmed rank or rating, the pay of officers and men is the same as that of officers and men in the Navy of corresponding rank and with the same length of naval service. The following retainer pay is given in addition, and may be waived by enrolling in the Volunteer Naval Reserve. (See paragraph 293.)

(*a*) Officers (provisional), $12.

(*b*) Officers (confirmed), two months' base pay of the corresponding rank in the Navy.

(*c*) Men (provisional), $12.

(*d*) Men (confirmed), two months' base pay of the corresponding rank in the Navy.

In addition a uniform gratuity is given, as follows:

Officers, in peace time, $50; in war time, $150.

Men, in peace time, $30; in war time, $60.

291. *The patrol squadron.* This section of the Naval Coast Defense Reserve is planned as a defense of the coast and harbors against the operations of submarines or raiders, by a patrol of armed motor boats. Boats of the following kinds are desired:

Type A, slow: Sufficiently seaworthy to maintain station in harbor in moderate gale; speed not less than 7 knots; able to mount one 1-pounder R. F. gun and one machine gun.

Type A, fast: Able to keep sea in moderate gale; length not less than 40 feet; speed not less than 16 knots; able to mount one 1-pounder R. F. gun and one machine gun; to be self-sustaining for four men for four days.

Type B, slow: Able to keep sea in moderate gale; length not less than 60 feet; speed not less than 10 knots; able to mount one anti-aircraft gun, not less than one 3-pounder R. F. and two machine guns. To be self-sustaining for eight men for five days; to be equipped with radio and searchlight.

Type B, fast: Able to keep sea in moderate gale; length not less than 60 feet; speed not less than 16 knots; able to mount one anti-aircraft gun, not less than one 3-pounder R. F. and at least two machine guns. To be self-sustaining for eight men for five days; to be equipped with radio and searchlight.

Owners or operators of these boats may be enrolled for service on their own boats under general qualifications of the Naval Coast Defense Reserve, or may offer their boats to the Government and receive an idemnity.

292. *The Naval Reserve Flying Corps.* This is open to qualified aviators or persons skilled in the design or building of aircraft. In order to be eligible for enrollment in this class of the Naval Reserve Force the applicant must be capable of handling aircraft alone and must be able to navigate the air.

The personnel of this reserve will be ordered to duty at sea or on shore where aviators are necessary.

The retainer pay of enlisted men of the Naval Reserve Flying Corps is two months' base pay of the corresponding rating in the Navy.

Active-service pay is in addition to retainer pay and is the full pay of the corresponding rank or rating in the Navy of the same length of naval service and the member is entitled to the same increases in pay as members of the Naval Flying Corps.

The retainer pay of each member of the Naval Reserve Flying Corps is increased 25 per cent upon each reenrollment within four months of the date of expiration of the last term of enrollment provided he has performed not less than three months' active service during the last term of enrollment.

293. *The Volunteer Naval Reserve.* The members of this class of the Naval Reserve Force must necessarily be eligible for one of the other classes, the only difference in their status being that they serve without retainer pay and without uniform gratuity in time of peace.

294. *Women.* Women may also render service in the Naval Reserve as telephone switchboard operators, nurses, and yeomen.

295. *Application.* Address application for all classes of service to the nearest office mentioned below (see map, page 252):

Commandant of the First Naval District, Navy Yard, Boston, Mass.

The first naval district includes the States of Maine, New Hampshire, and Massachusetts.

Commandant of the Second Naval District, Naval Training Station, Newport, R. I.

The second naval district includes the State of Rhode Island and that part of the State of Connecticut north of New London and east of Norwich.

Commandant of the Third Naval District, Navy Yard, New York.

The third naval district includes that portion of the State of Connecticut not included in the second naval district and the State of New York east of a line from Elmira and north through Syracuse to the Canadian border, and that part of the State of New Jersey north of Barnegat Inlet.

Commandant of the Fourth Naval District, Navy Yard, Philadelphia, Pa.

The fourth naval district includes the States of Pennsylvania and Delaware and New Jersey south of Barnegat Inlet.

Commandant of the Fifth Naval District, Citizens Bank Building, Norfolk, Va.

The fifth naval district includes the States of Maryland, Virginia, West Virginia, and the State of North Carolina north of a line due west from Little River Inlet.

Commandant of the Sixth Naval District, Navy Yard, Charleston, S. C.

The sixth naval district includes the States of Georgia and South Carolina and that portion of North Carolina south of a line drawn due west from Little River Inlet; also that portion of the State of Florida north of a line southeast from Jacksonville to St. Augustine.

Commandant of the Seventh Naval District, Naval Station, Key West, Fla.

The seventh naval district includes that portion of Florida south of a line southeast from Jacksonville to St. Augustine and one southwest from Jacksonville to St. Johns Inlet.

Commandant of the Eighth Naval District, Navy Yard, New Orleans, La.

The eighth naval district includes the States of Oklahoma, Texas, Arkansas, Louisiana, Mississippi, Tennessee, Alabama, and that portion of the State of Florida west of a line drawn southwest from Jacksonville, Fla., to St. Johns Inlet, Fla.

Commandant of the Ninth, Tenth, and Eleventh Naval Districts, Naval Training Station, Great Lakes, Ill.

The ninth, tenth, and eleventh naval districts include the States of North Dakota, South Dakota, Nebraska, Michigan, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Indiana, Kentucky, Ohio, and that portion of the State of New York west of a line drawn from Elmira through Syracuse north to the Canadian border.

Commandant of the Twelfth Naval District, 417 Sheldon Building, San Francisco, Cal.

The twelfth naval district includes the States of Colorado, New Mexico, Utah, Arizona, Nevada, and California.

Commandant of the Thirteenth Naval District, Navy Yard, Puget Sound, Wash.

The thirteenth naval district includes the States of Montana, Wyoming, Idaho, Washington, and Oregon.

Commandant of the Fourteenth Naval District, Naval Stations, Honolulu, Hawaii.

The fourteenth naval district includes the Hawaiian Islands.

Commandant, Navy Yard, Washington, D. C., enrolling office, Old Naval Hospital, Ninth Street and Pennsylvania Avenue SE., Washington, D. C.

District of Columbia and Indianhead, Md.

Marine Superintendent, Balboa Heights, Canal Zone.

United States territory on the Isthmus of Panama.

UNITED STATES MARINE CORPS.

296. *Purpose.* The marines, the "soldiers of the sea," are an independent branch of the military service of the United States, serving generally under the direction of the Secretary of the Navy. They protect Government property at naval stations at home, and furnish the first line of the mobile defense of naval bases and naval stations beyond the limits of the United States. They guard American lives and interests abroad and are used as expeditionary forces and for advance base duty. The marines go with the warships, do guard duty on board, and act as landing parties ashore.

297. *History.* The Marine Corps was first called into existence by the act of the Continental Congress of November 10, 1775, and served throughout the Revolutionary War. It was disbanded at the close of the war, but was reorganized and permanently established July 11, 1798. It has participated in every expedition and action in which the Navy has engaged, and has cooperated in campaigns with the Army.

298. *Personnel.* Until recently the organized strength of the marines was 17,400 men, but in the present emergency an increase to 30,000 has been authorized. On July 21 there were 27,898 men enlisted in the Marine Corps. There are 119 marine recruiting stations in the United States.

299. *Requirements for enlistment.* An applicant for enlistment must be an American citizen between 20 and 35 years of age and must read, write, and understand English. He must be single and without dependent relatives, and must be of good moral character and excellent health. He must be at least 64 inches tall, and must weigh at least 124 pounds.

300. *Enlistment.* Marines are not enlisted at recruiting stations except those re-enlisting, but they apply and receive their mental and physical examinations there. Information regarding enlistments, etc., may be obtained by addressing the Officer in Charge of Recruiting, Headquarters, United States Marine Corps, Washington, D. C. Detailed and complete information is given in the pamphlets published by the marines, which may be obtained free at any station.

301. *Training.* When a recruit is enrolled he is put on probation and sent to a station at Port Royal, S. C.; Philadelphia, Pa.; Norfolk, Va.; Mare Island, Cal.; or Quantico, Va. Here he must undergo another examination, and if found satisfactory, he is sworn into the service. If unsatisfactory, he is returned to his home at the Government's expense.

302. *Service.* The term of enlistment for a marine is four years, after which he may be discharged or re-enlist. He may purchase his discharge sooner if he presents a valid reason. While in service the marines are given ample liberty, and may engage in special study, although this is not especially provided for. (In peace time the marines serve abroad in Cuba, Nicaragua, Hawaii, Guam, Philippines, Haiti, and in Pekin, China.) They receive instruction, however, in aviation, wireless telegraphy, heliograph, various other methods of signaling, telegraphy, planting of mines, and in the other forms of activity which their service demands. At the recruit depot at Port Royal, S. C., are schools for clerks and stenographers, and electrical and radio schools.

303. *Pay.* A marine regularly receives from $15 to $69 a month, according to rank and length of service. He receives 20 per cent increase aboard ship or in a foreign country. In addition to this, all extra services are paid for, from $1 for signalman or $5 for messman to 50 per cent increase for aviation. During the period of the war additional pay is given as follows: Private, $15; corporal, $15; sergeant, $8; all higher ranks, $6.

304. *Savings and death benefits.* The marine's pay is practically clear, as his expenses are few, and his savings may be deposited with the paymaster. Upon the death of any enlisted man from wounds or sickness not due to his own misconduct, there will be paid to the widow, children, or dependent relatives previously designated by him an amount equal to six months' pay. For plans as to life and accident insurance for men in the military service see paragraph 182.

305. *Advancements and commissions.* Advancement in the marines is comparatively rapid, since vacancies occur con-

stantly in the noncommissioned grades. Noncommissioned officers may be promoted to the warrant rank with pay varying from $1,125 to $2,500 a year. Men are also selected by competitive examination for training for commissions at the Naval Academy, and many worthy noncommissioned officers of the Fleet Marine Corps Reserve are also given commissioned rank.

MARINE CORPS RESERVE.

306. *History.* The Marine Corps Reserve was authorized by Congress as a reserve force to be trained in time of peace, and called into active service only when the country is at war, or when there exists a national emergency as a declared by the President. It is divided into several classes, as follows:

307. Ex-marines may enroll in Class 1 of the Reserve, the Fleet Marine Corps, in their former ranks and draw a retainer of from $50 to $100.

308. *Class 2: Marine Corps Reserve A* for civilians with military training and experience.

Eligibility Requirements. For officer (provisional) a man must be a citizen of the United States between 20 and 35 years of age, and having two years' experience as an officer of a military or naval organization or a military school or college. He must be of good moral character and free from physical defects. After three months' service the officer may receive his commission after suitable professional and physical examinations.

An enrolled man (provisional) must furnish evidence as to military experience, character, and citizenship. He must be between 18 and 35 years of age when first enrolling. After three months' service and a suitable examination his rank may be confirmed.

Both men and officers with provisional appointment receive an annual retainer of $12, and when confirmed each receives the equivalent of two months' pay based on comparison with the Marine Corps. When in active service they receive pay equivalent to that given in the Marine Corps. An appro-

priate uniform gratuity is likewise given, to be refunded when a discharge is obtained in peace time.

Duties consist of liability to serve, as in the Marine Corps, in time of war or national emergency.

309. *Class 4: Marine Corps Reserve B.* This class is for United States citizens who are capable of performing special useful service in the Marine Corps, such as owners and operators of automobiles, motor trucks, motor cycles, aeroplanes, etc.

To serve as officers, no military experience is necessary, but other requirements for class 2 hold good here. Men (provisional) must also satisfy requirements as in class 2, except that the kind of service varies from military to technical. The pay, uniform gratuity, and duties are essentially the same as for class 2.

310. *Class 5: Marine Corps Reserve Flying Corps.* For qualified aviators—similar in requirements, etc., to Classes 2 and 4.

311. *Class 6: Voluntary Marine Corps Reserve.* This class is composed of men eligible for the above classes who agree to waive their retainer fee and uniform gratuity in peace time.

THE NAVAL MILITIA.

312. *Purpose.* The Naval Militia has the same relation to the Navy as the National Guard to the Army. Naval militiamen in time of war are known as the National Naval Volunteers and become active members of the Navy and serve as bluejackets and officers in the main or reserve fleets, or wherever else they may be assigned. All matters relating to the Naval Militia come under the cognizance of the Bureau of Navigation.

313. *History.* The State of Massachusetts was the first to establish a Naval Militia, doing so on March 29, 1890. The next was the First Battalion Naval Militia, New York. It was founded in 1891, using the U. S. S. *Granite State*, a "dreadnaught" of 100 years ago, as armory. There is now Naval Militia in 22 States, the District of Columbia, and Hawaii. States having Naval Militia are: California, Connecticut, Florida, Illinois, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Missouri,

New Jersey, New York, North Carolina, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, Texas, Washington, and Wisconsin.

314. *Training, etc.* Training consists of drills for which the battalions are divided into divisions, and of instruction in navigation, infantry, ordnance, seamanship, signals, and the use of radio. This is further supplemented by practical experience. Naval militiamen may enroll in the National Naval Volunteers in which the period of enrollment is three years. The advancement as well as pay depends entirely upon merit, each man receiving approximately $1 and upward per drill. Uniforms and equipment are furnished free.

315. *War service.* New battalions totaling 2,470 men have just been authorized by the President, and will soon be in service.

316. *Marine Corps.* Marine companies have been formed in connection with the Naval Militia, and have been called to active duty in the Navy. Enlistments in the Marine Corps Branch of the Naval Militia have, however, been temporarily suspended.

317. *Aviation Corps.* An aviation section is also attached to the Naval Militia, and a training depot has been established at Bay Shore, Long Island.

318. *Information.* Men desiring to enlist, or others wishing information, should apply to the Naval Militia headquarters (given below); or to the Division of Naval Militia Affairs, Navy Department, Washington, D. C.

The headquarters of Naval Militia organizations are as follows:

California: Commanding Officer, California Naval Militia, Room 402, Sharon Building, 55 New Montgomery Street, San Francisco, Cal.

Connecticut: Commanding Officer, Connecticut Naval Militia, South Norwalk, Conn.

District of Columbia: Commanding Officer, District of Columbia Naval Militia, Water and O Streets SW., Washington, D. C.

Florida:

First Battalion, Commanding Officer, First Battalion, Florida Naval Militia, Key West, Fla.

Second Battalion, Commanding Officer, Second Battalion, Florida Naval Militia, Jacksonville, Fla.

Hawaii: Commanding Officer, Naval Militia of Hawaii, care Executive Chamber, Honolulu, Hawaii.

Illinois: Commanding Officer, Illinois Naval Militia, Steamship *Commodore*, Chicago, Ill.

Louisiana: Commanding Officer, Louisiana Naval Militia, 326 Camp Street, New Orleans, La.

Maine: Commanding Officer, Maine Naval Militia, 375 Fore Street, Portland, Me.

Maryland: Commanding Officer, Maryland Naval Militia, 500 Continental Building, Baltimore, Md.

Massachusetts: Commanding Officer, Massachusetts Naval Militia, State Armory, Fall River, Mass.

Michigan:

First Battalion, Commanding Officer, First Battalion, Michigan Naval Militia, 718 Penobscot Building, Detroit, Mich.

Second Battalion, Commanding Officer, Second Battalion, Michigan Naval Militia, Hancock, Mich.

Minnesota: Commanding Officer, Minnesota Naval Militia, 120 North Fifteenth Avenue East, Duluth, Minn.

Missouri: Commanding Officer, Missouri Naval Militia, 709 Laclede Gas Building, St. Louis, Mo.

New Jersey:

First Battalion, Commanding Officer, First Battalion, New Jersey Naval Militia, U. S. S. *Adams*, Hoboken, N. J.

Second Battalion, Commanding Officer, Second Battalion, New Jersey Naval Militia, U. S. S. *Vixen*, Camden, N. J.

New York: Commanding Officer, New York Naval Militia, 2 Rector Street, New York, N. Y.

North Carolina: Commanding Officer, North Carolina Naval Militia, Newbern, N. C.

Ohio:

First Battalion, Commanding Officer, First Battalion, Ohio Naval Militia, Calvin Building, Toledo, Ohio.

Second Battalion, Commanding Officer, Second Battalion, Ohio Naval Militia, 408 Federal Building, Cleveland, Ohio.

Oregon: Commanding Officer, Oregon Naval Militia, 640 Morgan Building, Portland, Oreg.

Pennsylvania: Commanding Officer, Pennsylvania Naval Militia, 333 Walnut Street, Philadelphia, Pa.

Rhode Island: Commanding Officer, Rhode Island Naval Militia, State Armory, Providence, R. I.

South Carolina: Commanding Officer, South Carolina Naval Militia, Charleston, S. C.

Texas: Commanding Officer, Texas Naval Militia, care Blum Hardware Co., Galveston, Tex.

Washington: Commanding Officer, Washington Naval Militia, 732 Central Building, Seattle, Wash.

UNITED STATES COAST GUARD.

319. *Purpose.* The Coast Guard was established in 1915 to combine the previously existing Revenue-Cutter Service and Life-Saving Service. In peace time it operates under the Treasury Department, and has as its principal function the saving of life and property from the destruction of the seas. In war time it operates as part of the Navy, subject to the orders of the Secretary of the Navy. There are 281 stations, divided into 13 districts.

320. *Training, etc.* Appointments to cadetships are made after competitive examinations, and a class of cadets is appointed each year. The cadets are educated at the Coast Guard Academy, at New London, Conn. The course covers three years and embraces professional and academic studies. Candidates for cadetships must not be less than 18 nor more than 24 years old, citizens of the United States, and unmarried. Appointments as cadet engineers are also made after competitive examination, and candidates must not be less than 20½ years of age and must serve a probationary term of at least one year before being commissioned third lieutenants of engineers. These must be between 21 and 26 years of age.

321. *Officers, personnel, etc.* Officers of the Coast Guard are on the same footing in rank and pay as officers of the Army and Navy. The authorized personnel is 270 commissioned officers and 3,931 warrant officers, petty officers, and enlisted men.

322. *Information.* Information may be obtained at any of the Coast Guard stations or at the headquarters, Treasury Department, Washington, D. C.

323. *Present use.* In the present emergency the Government has taken over the revenue-cutter system for other purposes.

UNITED STATES JUNIOR NAVAL RESERVE.

324. This is an organization for the training of American boys for the American Navy and merchant marine. Over 6,000 boys are enrolled in small posts throughout the country and are given instruction and naval training in addition

to their regular schooling. Two large training camps (Camps Dewey and John Paul Jones) are located at New London, Conn., and Corpus Christi, Tex., respectively. Scholarships are awarded on a basis of merit and special aptitude for the work in general.

A call was sent out for 1,000 additional boys to enlist at once. On June 10, 300 cadets were already in attendance, and it was expected that by July 1 over 1,200 boys will be in training for the Navy and merchant marine. Any boy between the ages of 14 and 18 may join the organization, and by general efficiency in drill and nautical study may earn a free scholarship at Camp Dewey for two months' training. Boys and young men between the ages of 10 and 18 who are not members of the United States Junior Naval Reserve, will be admitted to Camp Dewey on the payment of a nominal fee. There are nightly drills by classes of 100 each, besides special classes in the Hospital Corps and wireless school, while the cadets will receive nautical instruction once a week from an officer of the United States Navy or Militia.

Camp Dewey, on the Thames River, near New London, Conn., gave instruction to 200 boys last summer, and it is expected that there will be over 1,000 there this season.

For information address, United States Junior Naval Reserve, 231 West Fifty-eighth Street, New York City.

THE NAVY LEAGUE.

325. The Navy League has undertaken a very useful work in stimulating recruiting and in providing for the comfort of sailors and their dependents. Some of the activities of the Navy League are recruiting for the regular Naval Service and for the Naval Reserve. Both of these branches are practically at their authorized strength at the present time, so for the moment the activities of the league in this direction are very slight.

Greatly increased, however, are the activities of the league which have to do with furnishing such articles as bring comfort to the sailors and are not furnished through regular governmental channels. Many thousands of knitted articles

have already been provided by the Navy League and it is still hard at work along these lines. Those who desire to cooperate should get in touch with their local branch, and if such a branch does not exist, might well consider starting one. All communications should be addressed to the Navy League of the United States, Southern Building, Washington, D. C.

The Navy League has undertaken to raise a war-relief fund, regarding which inquiry may be made as above.

AVIATION.

326. The Army and Navy are at one in plans for an aviation service which will make possible the continuance of the supremacy in the air now held by those fighting against Germany and her allies.

In his Fourth of July address at New York Secretary Baker said:

> In 1915 the Congress appropriated something less than a half million dollars for the building of aircraft in the Army. In 1917 the appropriation was $47,000,000, and now Congress is considering a bill which appropriates the great sum of $640,000,000 for the building of airplanes.
>
> And the program is that American skill and ingenuity, American scientific knowledge, and the skill of handicraftsman shall furnish inexhaustive resources to the allies in the unquestionable supremacy of the air. Then our Army will have eyes that can see and be able to ferret out our adversary and enemy, and save the military operations of those who depend upon the airmen for their knowledge of the enemy disposition.

The Secretary of the Navy has recommended an appropriation of $45,000,000 for the development of the Aeronautic Service.

327. *Joint boards.* To simplify the task of the Departments of War and Navy, Secretaries Baker and Daniels have appointed three joint boards: The Joint Army and Navy Board on Design and Specifications, the Joint Army and Navy Board on Aero Cognizance, and the Joint Army and Navy Board on Zeppelins. The work of these boards is sufficiently indicated by their titles.

328. *Aircraft Production Board.* To assist in the expansion of the Aviation Service, the Council of National Defense appointed on April 12 the Aircraft Production Board, with Mr. Howard E. Coffin chairman.

The general function of the Aircraft Production Board will be to bring manufacturers together and help make their resources available to the Government and assist the Government in stimulating the production of better types and greater quantities of air machines, to investigate and recom-

mend manufacturing plants where orders are to be placed, to aid in arranging with American factories as to the kinds of machine best suited to their several organizations and facilities for manufacture, to advise as regards priority of deliveries of aircraft material in accordance with a general policy as determined by the Council of National Defense, and following the selection of sites for aviation schools and supply depots by the military department, to advise in regard to buying or leasing the land, preparing it for use, and erecting all buildings.

A bill has been introduced in Congress to give the Aircraft Production Board power to spend the $640,000,000 just appropriated.

329. *Cooperation with the allies.* Arrangements have been made with British and Canadian officers to standardize the training machines in use in Great Britain, Canada, and the United States, so that machines can be distributed impartially and without difficulty among the three nations. It is hoped to be able to make satisfactory arrangements with the British and French manufacturers to secure the advantage of their experience and designs in spurring forward the development of our own industry. All reports that the United States intends to purchase aeroplanes abroad are manifestly false, since the allies are constantly in need of more machines than their own resources can supply.

330. *Machines, men, camps.* The immediate policy involves roughly a program for the first year of turning out in American factories some thousands of aircraft, including both training and battle types, and the establishment of schools and training fields with sufficient capacity not only to man these machines, but to supply a constant stream of aviators and mechanics to the American forces in Europe. Under the auspices of eight of the Nation's leading engineering schools, cadets are already under preliminary training for the American military air service. (See paragraph 331, and map, page 251.)

331. *Instruction.* The country has made progress in developing aviators. In April a group of Army officers visited the training camp of the Royal Flying Corps at Borden, Ontario, one of the four camps established in Canada, and the aviation school at Toronto, where cadets

are trained under military discipline for the service. In these schools there has been incorporated the latest European experience in the development of this new art of the air. Officers on a similar mission are now in England.

The eight institutions giving instruction in military aeronautics are the Universities of California, Texas, Illinois, and Ohio, Massachusetts Institute of Technology, Georgia School of Technology, Cornell University, and Princeton University. Three technical instructors from each of these places were sent to Toronto. They returned on May 8 after a comprehensive study of the course given there, prepared to teach it themselves. On May 10 six of these engineering schools opened similar cadet aviation schools at their respective institutions.

At the present date there are something like 800 students at the various ground schools. Men are being delegated to the work in the eight colleges at the rate of 25 a week for each school, or about 200 a week. After August 25 the Government expects to graduate students into the advanced flying fields at the rate of 200 per week. The number to have been put into active flying by September 8 has been set at 1,408, but the total will probably be less, due to the weeding-out process which is going on continually.

These cadet schools might be described as laboratory courses in aviation. The students are given thorough instruction in the theory of flying, including the necessary physics and mathematics and the mechanics of aeroplane construction. The training schools are thoroughly equipped with samples of aeroplane parts and instruments for demonstration, as well as textbooks. Technical matters relating to map making, photography, bomb dropping, gun sighting, and all similar subjects which a military aviator must know, are also taught. All during this time the cadet is under military training, following the methods which Great Britain and Canada have found so successful. At the end of two months of this preliminary work, the cadet is given a final test to determine whether he shall go on to the aviation camp.

332. *Camps.* In the meantime plans are going ahead for the nine aviation fields to receive their men when they are ready. The Aircraft Production Board is working con-

stantly with the military departments in preparing for the construction of these fields. The standard field on which they are basing their program will provide for accommodating two squadrons of 150 students each with the necessary officer instructors and enlisted men, together with a certain number of additional enlisted men who will be training at the same time. The hangars will take care of 72 planes. The preparation of these fields will cost approximately $1,000,000 each, including the construction of the necessary buildings, dormitories, workshops, and hangars. A standard set of buildings has already been worked out. The fields will be approximately a mile square, and great care is being taken by the military authorities in their location. (See map, page 251.)

333. *Men needed for Aviation Service.* Secretary of War Baker has announced plans for a greatly increased aeronautic personnel, and the following statement is from the War Office:

> The general impression that the United States has a limitless number of applicants for a commission in the Aviation Section of the Army is entirely erroneous. Somehow this impression has gone abroad and been copied by papers throughout the country, thereby discouraging many capable men from putting in applications to become pilots. It is extremely desirable that this impression be corrected and that the knowledge that any man between the ages of 19 and 30 who is physically, mentally, and morally qualified for a commission in the Aviation Section has as good a chance now to become a flyer as at any time.

334. *Aviation units.* There is no one aviation division, but there are several aviation sections under the Signal Corps in the Army, and under four different branches of the Navy, as follows:

United States Army:

1. Aviation section of the Signal Corps, United States Army, for enlisted men and commissioned officers of the Regular Army.

2. Aviation section of the Signal Officers' Reserve Corps. A few men in addition are accepted for ground work, and because of special technical abilities.

3. Aviation section of the Signal Enlisted Reserve Corps, for ground duty.

United States Navy:

1. Naval Flying Corps, for enlisted men and commissioned officers of the Regular Navy.

2. Naval Reserve Flying Corps.

3. Aviation section of the Naval Militia, for enlisted men and officers of the Naval Militia.

4. Marine Corps Reserve Flying Corps, open only to qualified aviators.

335. *Physical requirements* for any aviation division are extremely rigid. Applicants must have perfect sight and hearing, sound lungs, a first-class heart (the slightest weakness disqualifies). The physical examination includes a specially devised test of the applicant's ears, intended to show his ability to maintain an equilibrium under conditions peculiar to aeronautics.

No applicant need consider the Aviation Service unless he is in the prime of health and athletic condition.

ARMY AVIATION SERVICE.

REGULAR ARMY—SIGNAL CORPS, AVIATION SECTION.

Men enlisted in the Signal Corps of the Army may serve as nonfliers in the Aviation Section.

336. *Requirements.* Applicants must be between 18 and 35, unmarried, and able to pass a physical examination.

Duties. Enlisted men, in general, are nonfliers, and repair the planes and motors, magnetos, carbureters, etc. They may also be promoted to the flier rank.

337. *Aviation mechanics.* A certain number of the enlisted men of the Aviation Section of the Signal Corps may be examined for the rating of aviation mechanic. In general, aviation mechanics are expert motormen, but only a very few are given an opportunity to fly.

For further details, apply to any Army recruiting station or to the Chief Signal Officer, Washington, D. C.

THE SIGNAL OFFICERS' RESERVE CORPS, AVIATION SECTION.

338. *Number and grades of officers.* The grades in this section are in the same proportion as those obtaining in the aviation section, Signal Corps, United States Army, to and including the grade of major. Unless otherwise authorized by proper authority, all successful applicants for commissions

in the aviation section, Signal Officers' Reserve Corps, will enter as private, first class, and will be promoted in accordance with ability shown.

339. *Requirements for candidates.* 1. Physical (see above paragraph 335): Applicants must be between 19 and 30 years of age and pass a rigid physical examination.

2. Moral: Applicants must enclose with their applications at least three recommendations from reputable citizens so worded as to embrace moral character.

3. Professional: Applicants must establish that they have had a high-school or preparatory-school education. In determining the educational qualifications beyond a high-school education consideration will be given to the applicant's intelligence, business or other training, travel, tutoring, home study, activity, and military training.

340. *Method of entry.* A candidate wishing to pursue the course of instruction under this class must enlist as a private in the Signal Enlisted Reserve Corps. When so enlisted he will be enrolled as a private, first class, upon his declaration of honor that his enlistment is for the purpose of training himself as an aviator, and that he will pursue the course of instruction, first in groundwork at a School of Military Aeronautics (see paragraphs 331 and 341) and then in an aviation training camp (see paragraph 332), take the regular military aviator's test, and apply for a commission. This enlistment will entitle him to pay and clothing, food, heat, light, quarters, and medical attendance, equivalent to about $75 per month. In so enlisting he renders himself subject to the military laws of the United States and while on duty is amenable to the discipline of the Regular Army.

In order to apply for a commission in the aviation section of the Signal Corps it is necessary to write to the aeronautical officer of the nearest department headquarters (see map, page 251) or to the Personnel Section, Signal Corps, Washington, D. C. A blank will be sent to the applicant, and if he seems a satisfactory candidate he will receive a notice to appear before an examing board.

341. *The course at the aviation ground schools* is described as follows:

Before any flying is attempted the student must take an eight weeks' course in a School of Military Aeronautics. It will be necessary for a good many trained fliers to take this course, which deals with various technical aspects of aerial warfare, some of which may be novel to the man who knows how to fly but not how to fight or scout at the same time. Ten thousand men can receive instruction yearly at these schools.

The course includes: Military drill, calisthenics, machine gun, artillery observation, bombs and bombing, wireless and signaling, theory of flight, types of machines, care of machine, tools, map reading, reconnaissance, photography, stationary engines, meteorology, cross country and general flying. Practically all the instructors have observed the work in the Canadian camps, and the courses will be closely modeled upon the work done by the flying students of that country. It has not been ascertained definitely just how much time must be devoted to the teaching of flying itself, but it is believed that there will be no difficulty in fitting from 5,000 to 6,000 aviators for service each year.

342. *Applications* or requests for further information may be addressed to any of the following:

The Signal Corps, War Department, Washington, D. C.
The Mineola Field, Mineola, Long Island.
The Essington Flying Field, Essington, Pa.
Fort Sam Houston, San Antonio, Tex.
North Brothers Island, San Diego, Cal.
Signal Officer, Central Department, Chicago, Ill.
Fort Omaha, Omaha, Nebr.

THE SIGNAL ENLISTED RESERVE CORPS, AVIATION SECTION.

343. *Qualifications—General requirements.* Service in the Enlisted Reserve Corps, aviation section, Signal Corps, is by enlistment. Applicants must be over 18 and under 45 years of age. They must be of good antecedents and habits and free from bodily defects and diseases. They must be citizens of the United States or have made legal declaration of their intention to become citizens of the United States and be able to speak, read, and write the English language. Before enlisting they are required to pass a physical exami-

nation to determine their fitness for service in the United States Army. Before authority for enlistment is granted, applicants will furnish two or more certificates of good moral character. As the service is technical, men qualified as mechanicians, who have had experience in the construction and repair of aeroplanes or internal-combustion engines are particularly desirable. All men are enlisted as privates. If ability is shown, promotion will be made to the following grades.

344. *Qualifications for each grade:*

Master signal electricians: The candidate must have a practical knowledge of gasoline motors, magnetos, carburetors, telegraphy, and a fair knowledge of the principles of electricity and photography or airplanes and balloons.

Sergeants, first class: The candidate must have a working knowledge of gasoline motors, magnetos, carburetors, and a fair knowledge of the principles of metal working.

Sergeants and corporals: Candidates must have a general knowledge of the subjects given under requirements for first-class sergeants.

Privates, first class: Applicants must show an interest in the subjects mentioned, be competent, keen, and of a sufficiently high order of intelligence to insure that they will develop along the proper lines in training.

345. *Pay, etc.* All enlisted men of the aviation section, Signal Corps, of the United States Army, in addition to their regular pay, receive rations, quarters, clothing, fuel, bedding, medicine, and medical attendance when required.

NAVY AVIATION SERVICE.

NAVAL FLYING CORPS.

346. *For enlisted men in the Regular Navy—*

Men may enlist as "landsman for quartermaster (aviation)," or "landsman for machinist's mate (aviation)."

A number of men are needed at present, but they must be peculiarly fit mentally and physically and between the ages of 21 and 30 years. They will be sent to the aeronautic school at Pensacola, Fla., for a course of training and instruction. There are two classes, mechanics and fliers.

After three months of satisfactory work, candidates will be examined and rated as quartermaster (second class), mates, or machinist's mates (second class). If men entered as landmen or machinist's mates can qualify on arriving at Pensacola, they may be immediately rated as machinist's mates (second class, aviation).

After six months at Pensacola, particularly good men may be ordered to actual flying duty, in which case their pay will be increased 50 per cent. If they can pass examinations they may be promoted to first class (aviation).

347. *Balloonists.* The Navy is in immediate need of a number of candidates for balloonists. Instruction involves flights in free and captive ballons, descents, theoretical instruction, etc.

348. *Military training.* The prospective officers and men in both the Naval Reserve Flying Corps and the Naval Flying Corps, which includes only officers of the Regular Navy, are being given regular military training, as well as training in flying. Seaplanes of the tractor type, which are really flying boats, are being used, as well as various types of aircraft, including dirigible balloons.

349. *Pensacola.* The officers of the Naval Flying Corps who have been in training at the Navy Aeronautic Station at Pensacola, Fla., since last December are just completing their first course. Most of the 250 men who were enlisted in the Navy for aeronautic duties only are also at Pensacola undergoing instruction.

The dirigible balloon *DN–1*, of the non-rigid type, is now in use at Pensacola for training purposes and is being used to instruct the men who are to handle the fleet of new-type dirigibles ordered some time ago, the first of which, it is expected, will soon be in service.

NAVAL RESERVE FLYING CORPS.

350. Thousands have applied for enrollment in the Naval Reserve Flying Corps, and the applications are still pouring in. A large number of applications have been received from Boston alone and from New York, and hundreds of young men in Philadelphia, Baltimore, Washington, Chicago, Pittsburgh, Cleveland, Detroit, and in fact nearly every large city in the country have applied.

351. *Officers.* Applicants for enrollment as commissioned officers in this branch, if approved, are rated as seamen second class.

In the preliminary examination of these candidates the best officer material will be selected, having special regard for their educational qualifications. These candidates must be fully capable of passing a physical examination similar in all respects to that prescribed for line officers of the Regular Navy for aeronautic duty. Candidates who have had practical flying experience and possess pilot's licenses from recognized flying schools will be considered first, as their previous training will save time in their final qualification as naval aviators. These men will remain in the rating of seamen (second class) throughout the period of their flying instruction.

It is anticipated that certain other candidates for commissions, because of their special knowledge in the construction, design, or organization of aircraft establishments, will be of value to the naval service. Such applicants will, if qualified, be recommended to the bureau for a provisional appointment in the Volunteer Naval Reserve of the Naval Coast Defense Reserve (class 4) for service under the Naval Reserve Flying Corps (class 5).

352. *Men.* The selection of men as mechanics will be carefully made, and only well-qualified men enrolled. Applicants capable of passing an examination for machinist's mate second class would be desirable. Tradesmen, such as gas-engine mechanics, machine toolmen, coppersmiths, carpenters, blacksmiths, sailmakers, etc., would be desirable. Consideration of the work to be done about aircraft (airplanes, seaplanes, balloons, and dirigibles) will indicate the quality of men desired. No man will be enrolled in a higher rating than petty officer, first class.

353. *Service.* Officers and men enrolled in accordance with these instructions will not be ordered to active duty until the proper facilities for their training are available.

MARINE CORPS RESERVE FLYING CORPS.

354. This corps is open only to men who are already qualified aviators. Other requirements are similar to those for the Marine Corps Reserve. (See under Marine Corps Reserve, paragraph 310.)

AVIATION SECTIONS OF NAVAL MILITIA.

355. Requirements for enrollment in these sections are, in general, the same as those for enlistment in the Naval Militia. The sections are open only to officers and enlisted men of the Naval Militia, but enlistment can be made for aviation duty only. Apply to any local branch of the Naval Militia (for States see paragraph 318); or to the Division of Naval Militia Affairs, Navy Department, Washington, D. C.

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APPENDIX.

THE COUNCIL OF NATIONAL DEFENSE.

The Council of National Defense was created under an act of Congress, approved August 29, 1916; and in the same act authority was granted for the creation of an Advisory Commission of seven persons to act with, under, and by the authority of the Council. (For membership and organization see below.)

In the terms of the act the Council is, among other things, charged with the "coordination of industries and resources for the national security and welfare," and with the "creation of relations which will render possible in the time of need the immediate concentration and utilization of the resources of the Nation."

In performing its functions the Council is further charged with the following duties:

1. To supervise and direct investigation, and make recommendations to the President and the heads of executive departments as to—

(*a*) The location of railroads with reference to the frontier of the United States, so as to render possible expeditious concentration of troops and supplies to points of defense.

(*b*) The coordination of military, industrial, and commercial purposes in the location of extensive highways and branch lines of railroads.

(*c*) The utilization of waterways.

(*d*) The mobilization of military and naval resources for defense.

(*e*) The increase of domestic production of articles and materials essential to the support of armies and of the people during the interruption of foreign commerce.

(*f*) The development of seagoing transportation.

(*g*) Data as to amounts, location, method, and means of production and availability of military supplies.

(*h*) The giving of information to producers and manufacturers as to the class of supplies needed by the military and other services of the Government, the requirements relating thereto, and the creation of relations which will render possible in time of need the immediate concentration and utilization of the resources of the Nation.

2. To report to the President or to the heads of executive departments upon special inquiries or subjects appropriate thereto.

3. To submit an annual report to Congress, through the President, giving as full a statement of the activities of the council and the agencies subordinate to it as is consistent with the public interest, including an itemized account of the expenditures made by the council, or authorized by it, in as full detail as the public interest will per-

mit, providing, however, that when deemed proper the President may authorize, in amounts stipulated by him, unvouchered expenditures and report the gross so authorized not itemized.

The Council of National Defense is composed as follows:

Secretary of War Newton D. Baker, chairman.
Secretary of the Navy Josephus Daniels.
Secretary of the Interior Franklin K. Lane.
Secretary of Agriculture David F. Houston.
Secretary of Commerce William C. Redfield.
Secretary of Labor William B. Wilson.

The members of the Advisory Commission and the work of which they are in particular charge are as follows:

Daniel Willard, chairman, president of the Baltimore & Ohio Railroad: Transportation and communication.

Howard E. Coffin, vice president of the Hudson Motor Co.: Munitions, manufacturing, including standardization and industrial relations.

Julius Rosenwald, president of Sears, Roebuck & Co.: Supplies, including clothing.

Bernard M. Baruch, financier: Raw materials, minerals, and metals.

Dr. Hollis Godfrey, president of the Drexel Institute: Engineering and education.

Samuel Gompers, president of the American Federation of Labor: Labor, including conservation of health and welfare of workers.

Dr. Franklin Martin, secretary general of the American College of Surgeons: Medicine, surgery, and sanitation.

The Director of the Council and Advisory Commission is Walter S. Gifford, and the Secretary of the Council and Advisory Commission is Grosvenor B. Clarkson.

The work of the Advisory Commission is administered by seven distinct committees, with one of the commission members acting as chairman of each as indicated above.

In addition to this system, the following sections and boards of the Council may be considered as of primary importance and are closely correlated with the general committees, whose chairmen, in several cases, preside over the work of these boards.

The sections and board are:

The General Munitions Board.
The Munitions Standard Board.
The Aircraft Production Board.
The Medical Section.
The Commercial Economy Board.
The Interdepartmental Advisory Board.
The Cooperative Committees on the Purchase of Army Supplies (United States Chamber of Commerce).
The National Research Council.
The Committee on Shipping.

The Committee on Women's Defense Work.
The Committee on Coal Production.
The Section on Cooperation with States.

The Council of National Defense decided on July 28, with the approval of the President, to create a small body to be known as the War Industries Board. The War Industries Board, in addition to other duties, will assume those formerly discharged by the General Munitions Board. The new board will be composed of seven members, working under the direction and control of the Council of National Defense and responsible through it to the President. Its members will be direct representatives of the Government and of the public interests. It will be composed of F. A. Scott, chairman; Lieut. Col. Palmer E. Pierce, representing the Army; Rear Admiral Frank F. Fletcher, representing the Navy; and Mr. Hugh Frayne, Mr. B. M. Baruch, Mr. Robert S. Brookings, and Mr. Robert S. Lovett.

The board will act as a clearing house for the war-industry needs of the Government, determine the most effective ways of meeting them, and the best means and methods of increasing production, including the creation or extension of industries demanded by the emergency; the sequence and relative urgency of the needs of the different Government services, and consider price factors, and, in the first instance, the industrial and labor aspects of problems involved, and the general questions affecting the purchase of commodities.

Of this board, Mr. Baruch will give his attention particularly to raw materials, Mr. Brookings to finished products, and Mr. Lovett to matters of priority. These three members, in association with Mr. Hoover, so far as foodstuffs are involved, will constitute a commission to arrange purchases in accordance with the general policies formulated and approved.

The Council of National Defense and the Advisory Commission will continue unchanged and will discharge the duties imposed upon them by law. The committees heretofore created immediately subordinate to the Council of National Defense, viz, labor, transportation and communication, shipping, medicine and surgery, women's defense work, cooperation with State councils, research and inventions, engineering and education, commercial economy, administrations and statistics, and inland transportation, will continue their activities under the direction and control of the council. Those whose work is related to the duties of the war-industries board will cooperate with it. The subcommittees advising on particular industries and materials, both raw and finished, heretofore created will also continue in existence, and be available to furnish assistance to the war-industries board.

The purpose of this action is to expedite the work of the Government, to furnish needed assistance to the departments engaged in making war purchases, to devolve clearly and definitely the important tasks indicated upon direct representatives of the Government not

interested in commercial and industrial activities with which they will be called upon to deal, and to make clear that there is total disassociation of the industrial committees from the actual arrangement of purchases on behalf of the Government. It will lodge responsibility for effective action as definitely as is possible under existing law. It does not minimize or dispense with the splendid service which representatives of industry and labor have so unselfishly placed at the disposal of the Government.

STATE REGISTERS.

The following list, arranged alphabetically in the order of States, includes some of the more notable official organizations of peculiar interest or importance in war work, to whom an average citizen might well turn for aid or advice. Fuller descriptions of their activities will be found in appropriate sections of the text; in general, however, the name indicates the nature of the work.

(1) ALABAMA.

Official representative State Council of Defense, Mr. R. M. Hobbie, chairman executive committee, Council of State Defense, Montgomery, Ala.
Departmental Army Headquarters, Charleston, S. C.
Naval District Headquarters, Navy Yard, New Orleans, La.
Civil Service District Headquarters, Atlanta, Ga.
Federal Reserve Bank, Atlanta, Ga.
Federal Land Bank, New Orleans, La.
Women's State Chairman: Mrs. James F. Hooper, Selma.
Labor Bureaus:
Birmingham, State Board of Mediation and Arbitration, Mr. George H. Denny, University.
Montgomery, Dr. William W. Dinsmore, Box 282.
United States Boys' Working Reserve, Mr. W. Nash Read, Montgomery, Ala.
Medical Reserve Corps Examining Board:
Birmingham, Capt. John M. Lowrey, Medical Reserve Corps, 727 First National Bank Building.
Mobile, Capt. John O. Rush, Medical Reserve Corps, 412 Van Antwerp Building.
Montgomery, Maj. J. N. Barker, Medical Reserve Corps.

(2) ARIZONA.

Official representative, State Council of Defense, Mr. Dwight B. Heard, chairman State Council of Defense, Phoenix, Ariz.
Departmental Army Headquarters, Fort Sam Houston, Tex.
Naval District Headquarters, 417 Sheldon Building, San Francisco, Cal.
Civil Service District Headquarters, San Francisco, Cal.
Federal Reserve Bank,[1] San Francisco, Cal.
Federal Reserve Bank,[1] Dallas, Tex.
Federal Land Bank, Berkeley, Cal.
Women's State Chairman: Mrs. Eugene B. O'Neill, 701 North Central Avenue, Phoenix.

[1] See map, page 253.

Labor Bureau. United States Boys' Working Reserve, Mr. Lindley B. Orme, Phoenix, Ariz.

Medical Reserve Corps Examining Board:

Douglas, the surgeon, United States troops.

Fort Huachuca, the surgeon.

Naco, the surgeon, United States troops.

(3) ARKANSAS.

Official representative, State Council of Defense, Mr. Durand Whipple, assistant director, State Council of Defense, 400 Scott Street, Little Rock, Ark.

Departmental Army Headquarters, Charleston, S. C.

Naval District Headquarters, Navy Yard, New Orleans, La.

Civil Service District Headquarters, St. Louis, Mo.

Federal Reserve Bank, St. Louis, Mo.

Federal Land Bank, St. Louis, Mo.

Women's State Chairman: Mrs. Joseph Frauenthal, Conway.

Labor Bureaus:

Little Rock—

Free Labor Bureau, W. G. Sprague, manager, 522 Pine Street, Pulaski Heights.

Bureau of Labor and Statistics, Ben. D. Brickhouse, commissioner.

Minimum Wage Commission, Miss Lula Scruggs, 2115 Arch Street, Argenta.

Medical Reserve Corps Examining Board, Hot Springs: Commanding Officer, Army and Navy General Hospital.

(4) CALIFORNIA.

Official representative, State Council of Defense, Mr. A. H. Naftzger, vice chairman, State Council of Defense, Sacramento, Cal.

Departmental Army Headquarters, San Francisco, Cal.

Naval District Headquarters, 417 Sheldon Building, San Francisco, Cal.

Civil Service Distict Headquarters, San Francisco, Cal.

Federal Reserve Bank, San Francisco, Cal.

Federal Land Bank, Berkeley, Cal.

Women's State Chairman: Mrs. Herbert A. Cable, 719 South Hill Street, Los Angeles.

Labor Bureaus:

San Francisco, Bureau of Labor Statistics, John P. McLaughlin, commissioner, 948 Market Street.

Los Angeles, Oakland, Sacramento, San Francisco: Public Employment Offices, C. B. Sexton, superintendent of bureaus, 525 Market Place, San Francisco, Cal.

San Francisco, Industrial Welfare Commission, Hon. Frank J. Murasky, chairman, 525 Market Street.

Labor Bureaus—Continued.
San Francisco, Industrial Accident Commission, A. J. Pillsbury, chairman, 525 Market Street.
United States Boys' Working Reserve, Prof. B. H. Crocheren, University of California, Berkeley.
Medical Reserve Corps Examining Board:
Coronado, Maj. William L. Kneedler, United States Army (retired).
Los Angeles, Capt. John J. Kyle, Medical Reserve Corps, 702 Title Insurance Building.
San Francisco, Commanding Officer, Letterman General Hospital, Presidio, San Francisco.

(5) COLORADO.

Official representative, State Council of Defense, Mr. H. W. Cornell, director, War Council, State Capitol, Denver, Colo.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, 417 Sheldon Building, San Francisco, Cal.
Civil Service District Headquarters, San Francisco, Cal.
Federal Reserve Bank, Kansas City, Kans.
Federal Land Bank, Wichita, Kans.
Women's State Chairman: Mrs. W. H. Kistler, Room 39, State House, Denver.
Labor Bureaus:
Colorado Springs, Denver, Pueblo, Public Employment Offices, Deputy Commissioner W. L. Morrissey, Denver, Colo.
Denver, Bureau of Labor Statistics, Deputy Commissioner W. L. Morrissey.
Denver, Industrial Commission, Hiram E. Hilts, chairman, Capitol Building.
Medical Reserve Corps Examining Board:
Denver, Capt. Cuthbert Powell, Medical Reserve Corps (president), Metropolitan Building.
Fort Logan, the surgeon.
Trinidad, Lieut. John R. Espey, Medical Reserve Corps, Main and Walnut Streets.

(6) CONNECTICUT.

Official representative, State Council of Defense, Mr. R. M. Bissell, chairman, State Council of Defense, State Capitol, Hartford, Conn.
Departmental Army Headquarters, Boston, Mass.
Naval District Headquarters,[1] Naval Training Station, Newport, R. I.
Naval District Headquarters,[1] Navy Yard, New York.
Civil Service District Headquarters, Boston, Mass.
Federal Reserve Bank,[2] Boston, Mass.
Federal Reserve Bank,[2] New York, N. Y.

[1] See paragraph 295. [2] See map, page 253.

Federal Land Bank, Springfield, Mass.
Women's State Chairman: Miss Caroline Runtz-Rees, Rosemary Hall, Greenwich.
Labor Bureaus:
Bridgeport, Hartford, New Haven, Norwich, Waterbury, Public Employment Offices, Commissioner William S. Hyde, Hartford, Conn.
Hartford, Department of Labor and Factory Inspection, Commissioner William S. Hyde.
New London, State Board of Mediation and Arbitration, Mr. Lucius E. Whiton.
Waterbury, Workmen's Compensation Commission, Mr. F. W. Williams, chairman, Lilly Building.
United States Boys' Working Reserve, Prof. Charles L. Kirschner, New Haven High School, New Haven.
Medical Reserve Corps Examining Board, New Haven, Lieut. John W. Churchman, Medical Reserve Corps.

(7) DELAWARE.

Official representative, State Council of Defense, Mr. Thomas W. Miller, chairman, Wilmington Committee on National Defense, 812 Equitable Building, Wilmington, Del.
Departmental Army Headquarters, Governors Island, N. Y.
Naval District Headquarters, Navy Yard, Philadelphia, Pa.
Civil Service District Headquarters, Philadelphia, Pa.
Federal Reserve Bank, Philadelphia, Pa.
Federal Land Bank, Baltimore, Md.
Women's State Chairman: Mrs. Charles R. Miller, Wilmington.
Labor Bureaus:
Wilmington, Labor Commission, Mr. Charles Warner, I. O. O. F. Building.
United States Boys' Working Reserve, Mr. William N. Bannard, jr., Wilmington, Del.

(8) DISTRICT OF COLUMBIA.

Official representative, State Council of Defense, Mr. William H. Baldwin, chairman, District Council of Defense, District Building, Room 504, Washington, D. C.
Departmental Army Headquarters, Governors Island, N. Y.
Naval District Headquarters, Navy Yard, Washington. D. C.
Civil Service District Headquarters, Washington, D. C.
Federal Reserve Bank, Richmond, Va.
Federal Land Bank, Baltimore, Md.
Women's Chairman: Mrs. Archibald Hopkins, 1826 Massachusetts Avenue.
Labor Bureaus: United States Boys' Working Reserve, Mr. Frank C. Daniel, Principal of McKinley Manual Training High School, Washington, D. C.

Medical Reserve Corps Examining Board:
Washington—
Commandant Army Medical School.
Maj. Abraham B. Hooe, Medical Reserve Corps, 1220 Sixteenth Street NW., president (local only).

(9) FLORIDA.

"Food Preparedness" Commission, Prof. P. H. Rolfs, president, Gainesville, Fla.
Departmental Army Headquarters, Charleston, S. C.
Naval District Headquarters,[1] Navy Yard, Charleston, S. C.
Naval District Headquarters,[1] Naval Station, Key West, Fla.
Naval District Headquarters,[1] Navy Yard, New Orleans, La.
Civil Service District Headquarters, Atlanta, Ga.
Federal Reserve Bank, Atlanta, Ga.
Federal Land Bank, Columbia, S. C.
Women's State Chairman: Mrs. William Hooker, Ocala.
Labor Bureau, Jacksonville: State labor inspector, J. C. Privett, Room 6, Baldwin Building.
Medical Reserve Corps Examining Board:
Fort Barrancas, the surgeon.
Jacksonville, Capt. Graham E. Henson, Medical Reserve Corps, St. James Building.
Key West Barracks, the surgeon.
Tampa, Lieut. E. H. McRae, Medical Reserve Corps, American Bank Building.

(10) GEORGIA.

Official representative State Council of Defense, Hon. N. E. Harris, chairman State Council of Defense, Atlanta, Ga.
Departmental Army Headquarters, Charleston, S. C.
Naval District Headquarters, Navy Yard, Charleston, S. C.
Civil Service District Headquarters, Atlanta, Ga.
Federal Reserve Bank, Atlanta, Ga.
Federal Land Bank, Columbia, S. C.
Women's State Chairman: Mrs. Samuel M. Inman, 552 Peachtree Street, Atlanta.
Medical Reserve Corps Examining Board:
Augusta, Maj. Eugene E. Murphy, Medical Reserve Corps, 432 Telfair Street.
Fort McPherson, the surgeon.
Fort Oglethorpe, the surgeon.
Fort Screven, the surgeon.

(11) IDAHO.

Official representative State Council of Defense, Mr. Joseph Hansen, secretary Idaho Council of Defense, Boise, Idaho.
Departmental Army Headquarters, San Francisco, Cal.
Naval District Headquarters, Navy Yard, Puget Sound, Wash.
Civil Service District Headquarters, Seattle, Wash.

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[1] See paragraph 295.

Federal Reserve Bank, San Francisco, Cal.
Federal Land Bank, Spokane, Wash.
Women's State Chairman: Mrs. Samuel N. Hays, 612 Franklin Street, Boise.
Labor Bureaus:
Boise—
Farm Markets Department, Harvey Alfred, director.
Labor Commission, W. J. A. McVety, commissioner.
Minimum-Wage Commission, Harry W. Fulton, chairman.
Medical Reserve Corps Examining Board, Boise, Lieut. Col. Marshall W. Wood, United States Army (retired).

(12) ILLINOIS.

Official representative State Council of Defense, Mr. Samuel Insull, chairman State Council of Defense, 120 West Adams Street, Chicago, Ill.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.
Civil Service District Headquarters, Chicago Ill.
Federal Reserve Bank,[1] Chicago, Ill.
Federal Reserve Bank,[1] St. Louis, Mo.
Federal Land Bank, St. Louis, Mo.
Women's State Chairman: Mrs. Joseph T. Bowen, 120 West Adams Street, Chicago.
Labor Bureaus:
Chicago, State Board of Arbitration, Leo. J. Winiecki, chairman, 2142 Clybourne Avenue.
Springfield, Department of Labor, Barney Cohen, director.
Chicago, East St. Louis, Moline, Peoria, Rockford, Rock Island, and Springfield, Public Employment Bureaus, Luke D. McCoy, secretary, Bureau of Labor Statistics, Springfield, Ill.
Medical Reserve Corps Examining Board:
Chicago, Maj. John A. Hornsby, Medical Reserve Corps, 111 West Washington Street (president).
Mount Vernon, Capt. William H. Gilmore, Medical Reserve Corps.
Springfield, Capt. George N. Kreider, Medical Reserve Corps, 522 Capitol Avenue.
Spring Valley, Lieut. J. H. Franklin, Medical Reserve Corps.

(13) INDIANA.

Official representative, State Council of Defense, Mr. Will H. Hays, chairman, 83 State House, Indianapolis, Ind.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.

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[1] See map, page 253.

Civil Service District Headquarters, Cincinnati, Ohio.
Federal Reserve Bank,[1] Chicago, Ill.
Federal Reserve Bank,[1] St. Louis, Mo.
Federal Land Bank, Louisville, Ky.
Women's State Chairman: Mrs. Carolyn Fairbanks, 310 West Berry Street, Fort Wayne.
Labor Bureaus:
Evansville, Fort Wayne, Indianapolis, South Bend, and Terre Haute, Public Employment Bureaus; Henry A. Roberts, chief Indianapolis.
Indianapolis—
Bureau of Statistics, Henry A. Roberts, chief, Indianapolis.
Industrial Board, Samuel R. Artman, chairman, Rooms 31–34 State Capitol, Indianapolis.
United States Boys' Working Reserve, Mr. Isaac D. Strauss, Ligonier.
Medical Reserve Corps Examining Board:
Fort Benjamin Harrison, the surgeon.
Indianapolis, Maj. George M. Wells, retired, Medical Corps, 622 Hume-Mansur Building (president).

(14) IOWA.

Official representative, State Council of Defense, Mr. Guy E. Logan, secretary Iowa Council for Defense, Des Moines, Iowa.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes.
Civil Service District Headquarters, St. Paul, Minn.
Federal Reserve Bank, Chicago, Ill.
Federal Land Banks, Omaha, Nebr.
Women's State Chairman: Mrs. Francis E. Whitley, Webster City.
Labor Bureaus:
Des Moines, Bureau of Labor Statistics, Mr. A. L. Urick, commissioner, Public Employment Bureau; Mr. John C. Nietzel, chief clerk.
Workmen's Compensation Service, Mr. A. B. Funk, commissioner.
Medical Reserve Corps Examining Board, Fort Des Moines, the surgeon.

(15) KANSAS.

Official representative, Kansas Council of Defense, Dr. H. J. Waters, chairman, Manhattan, Kans.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.
Civil Service District Headquarters, St. Louis, Mo.
Federal Reserve Bank, Kansas City, Kans.
Federal Land Bank, Wichita, Kans.

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[1] See map, page 253.

Women's State Chairman: Mrs. David A. Mulvane, Topeka.
Labor Bureaus:
Topeka—
Department of Labor and Industry, Mr. P. J. McBride, commissioner, State House.
Free Employment Office, Mr. Charles H. Damer.
Industrial Welfare Commission, Mr. P. J. McBride, chairman.
United States Boys' Working Reserve, Mr. William L. Porter, city commissioner, Topeka, Kans.
Medical Reserve Corps Examining Board:
East Hutchinson, Lieut. Herbert L. Scales, 506 Avenue A.
Fort Riley, the surgeon.
Leavenworth, Lieut. James R. Langworthy, Medical Reserve Corps, Ryan Building.

(16) KENTUCKY.

Official representative, State Council of Defense, Mr. Embry L. Swearingen, chairman, Kentucky State Council of Defense, care of First National Bank, Louisville, Ky.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.
Civil Service District Headquarters, Cincinnati, Ohio.
Federal Reserve Bank,[1] St. Louis, Mo.
Federal Reserve Bank, Cleveland,[1] Ohio.
Federal Land Bank, Louisville, Ky.
Women's State Chairman: Mrs. Helm Bruce, Louisville.
Labor Bureaus:
Frankfort—
Department of Agriculture, Labor, and Statistics, Mr. Mat C. Cohen, commissioner.
Workmen's Compensation Board, Mr. Alexander Gilmour, secretary.
Louisville, Public Employment Bureau.
Medical Reserve Corps Examining Board:
Ashland, Lieut. John W. Stephenson, Medical Reserve Corps.
Bowling Green, Maj. Arthur T. McCormick, Medical Reserve Corps.
Louisville, Capt. Frank T. Fort, Medical Reserve Corps, "The Atherton."

(17) LOUISIANA.

Official representative, State Council of Defense, Hon. R. G. Pleasant, Governor of Louisiana, Baton Rouge, La.
Departmental Army Headquarters, Charleston, S. C.
Naval District Headquarters, Navy Yard, New Orleans, La.

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[1] See map, page 253.

Civil Service District Headquarters, New Orleans, La.
Federal Reserve Bank,[1] Atlanta, Ga.
Federal Reserve Bank,[1] Dallas, Tex.
Federal Land Bank, New Orleans, La.
Women's State Chairman: Miss Hilda Phelps, New Orleans.
Labor Bureau, Bureau of Labor and Industrial Statistics, Mr. Frank E. Wood, Commissioner, 626 Anderson Building, New Orleans, La.
Medical Reserve Corps Examining Board:
Baton Rouge, Capt. Charles McVea, Medical Reserve Corps.
Jackson Barracks, the surgeon.
New Orleans, Maj. Isadore Dyer, Medical Reserve Corps, 124 Baronne Street, president.
Shreveport, Capt. T. P. Sloyd, Medical Reserve Corps.

(18) MAINE.

Official representative, State Council of Defense, Mr. Harold M. Sewall, chairman, committee on public safety, Augusta, Me.
Departmental Army Headquarters, Boston, Mass.
Naval District Headquarters, Navy Yard, Boston, Mass.
Federal Reserve Bank, Boston, Mass.
Federal Land Bank, Springfield, Mass.
Labor Bureaus:
Women's State Chairman: Mrs. Frederick H. Abbott, Saco.
Auburn, State Board of Conciliation and Arbitration, Mr. Alden M. Flagg, secretary.
Augusta—
Department of Labor and Industry, Mr. Roscoe A. Eddy, commissioner.
Industrial Accident Commission, Mr. Eben F. Littlefield, chairman.
United States Boys' Working Reserve, Mr. Jefferson C. Smith, director general of boy labor, Waterville, Me.
Medical Reserve Corps Examining Board:
Brunswick, Lieut. F. N. Whittier, Medical Reserve Corps, Bowdoin College.
Fort Williams, the surgeon.
Portland, Dr. William L. Cousins, 231 Woodford Street.

(19) MARYLAND.

Official representative, State Council of Defense, Gen. Carl R. Gray, chairman Maryland Preparedness and Survey Commission, Baltimore, Md.
Departmental Army Headquarters, Governors Island, N. Y.
Naval District Headquarters, Citizens' Bank Building, Norfolk, Va.
Federal Reserve Bank,[1] Richmond, Va.
Federal Reserve Bank,[1] Philadelphia, Pa.
Federal Land Bank, Baltimore, Md.

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[1] See map, page 233.

Women's State Chairman: Mrs. Edward Shoemaker, 522 Park Avenue, Baltimore.

Labor Bureaus:

Baltimore, State Board of Labor and Statistics, Charles J. Fox, chairman, 300 Equitable Building.

State Industrial Accident Commissioner, J. Milton Reifsnider, chairman.

United States Boys' Working Reserve, Mr. F. W. Holden, Baltimore, Md.

Medical Reserve Corps Examining Board:

Baltimore, Capt. John S. Davis, Medical Reserve Corps, 1200 Cathedral Street.

(20) MASSACHUSETTS.

Official representative State Council of Defense, Mr. James J. Storrow, chairman Committee on Public Safety, Boston, Mass.

Departmental Army Headquarters, Boston, Mass.

Naval District Headquarters, Navy Yard, Boston, Mass.

Civil Service District Headquarters, Boston, Mass.

Federal Reserve Bank, Boston, Mass.

Federal Land Bank, Springfield, Mass.

Women's State Chairman: Mrs. Nathaniel Thayer, State House, Boston.

Labor Bureaus:

Boston, Worcester, and Springfield, Free Employment Offices, Charles F. Gettemy, director Bureau of Statistics.

Boston—

State Board of Labor and Industries, Alfred W. Donovan, chairman, New Albion Building, 1 Beacon Street.

Industrial Accident Board, William W. Kennard, chairman.

State Board of Conciliation and Arbitration, Bernard F. Supple, secretary, Room 128, State House.

Minimum Wage Commission, Edwin N. Bartlett, chairman, New Albion Building, 1 Beacon Street.

Medical Reserve Corps Examining Board:

Boston, Maj. Horace D. Arnold, Medical Reserve Corps, Harvard University Graduate School of Medicine (president).

Fort Banks, the surgeon.

Springfield, Lieut. Charles F. Lynch, Medical Reserve Corps, 387 Main Street.

(21) MICHIGAN.

Official representative State Council of Defense, Mr. R. C. Vandercook, secretary War Preparedness Board, Lansing, Mich.

Departmental Army Headquarters, Chicago, Ill.

Naval District Headquarters, Naval Training Station, Great Lakes, Ill.

Civil Service District Headquarters, Chicago, Ill.
Federal Reserve Bank,[1] Chicago, Ill.
Federal Reserve Bank,[1] Minneapolis, Minn.
Federal Land Bank, St. Paul, Minn.
Women's State Chairman: Mrs. Caroline B. Crane, Kalamazoo.
Labor Bureaus:

Battle Creek, Bay City, Detroit, Flint, Grand Rapids, Jackson, Kalamazoo, Lansing, Muskegon, and Saginaw, Public Employment Bureaus, R. H. Fletcher, commissioner Department of Labor, Lansing, Mich.

Ionia, Herbert E. Powell, Commissioner of Mediation and Conciliation.

Lansing, Industrial Accident Board, William M. Smith, chairman.

Medical Reserve Corps Examining Board:

Ann Arbor, Lieut. Reuben Peterson, Medical Reserve Corps, University of Michigan Medical School, president.

Battle Creek, Capt. W. H. Haughey, Medical Reserve Corps.

Detroit, Capt. C. D. Brooks, Medical Reserve Corps, David Whitney Building.

Marquette, Lieut. A. W. Hornbogen, Medical Reserve Corps.

Sault Ste. Marie, Lieut. Hugh McGaughey.

(22) MINNESOTA.

Official representative State Council of Defense, Hon. J. A. A. Burnquist, chairman Minnesota Commission of Public Safety, State Capitol, St. Paul, Minn.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.
Civil Service District Headquarters, St. Paul, Minn.
Federal Reserve Bank, Minneapolis, Minn.
Federal Land Bank, St. Paul, Minn.
Labor Bureaus:

Duluth, Minneapolis, and St. Paul, Employment Bureaus, Mr. W. F. Houk, commissioner Department of Labor and Industries, St. Paul, Minn.

Minneapolis, State Board of Arbitration, Mr. H. M. Leighton, 127 Tenth Street.

United States Boys' Working Reserve, Mr. D. D. Tescohier, Public Employment Bureau, Minneapolis, Minn.

Medical Reserve Corps Examining Board:

Fort Snelling, the surgeon.

Minneapolis, Lieut. James F. Corbett, Medical Reserve Corps, 4401 East Lake Harriett Boulevard, president.

Rochester, Maj. Charles W. Mayo, Mayo Clinic.

Winona, Lieut. Hugh McGaughey.

(23) MISSISSIPPI.

Official representative, State Council of Defense, Hon. Theodore G. Bilbo, chairman, Jackson, Miss.
Departmental Army Headquarters, Charleston, S. C.
Naval District Headquarters, Navy Yard, New Orleans, La.
Civil Service District Headquarters, Atlanta, Ga.
Federal Reserve Bank,[1] Atlanta, Ga.
Federal Reserve Bank,[1] St. Louis, Mo.
Federal Land Bank, New Orleans, La.
Women's State Chairman: Mrs. Edward McGehee, Como.
Medical Reserve Corps Examining Board:
Hattiesburgh, Capt. W. W. Crawford, Medical Reserve Corps.
Meridian, Lieut. I. W. Cooper, Medical Reserve Corps.
Vicksburg, Capt. J. S. Ewing, Medical Reserve Corps.
Winona, Maj. J. W. Barksdale, Medical Reserve Corps.

(24) MISSOURI.

Official representative, State Council of Defense, Mr. F. B. Mumford, chairman, Missouri Council of Defense, Columbia, Mo.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.
Civil Service District Headquarters, St. Louis, Mo.
Federal Reserve Bank,[1] St. Louis, Mo.
Federal Reserve Bank,[1] Kansas City, Kans.
Federal Land Bank, St. Louis, Mo.
Women's State Chairman: Mrs. B. F. Bush, 905 Locust Street, St. Louis, Mo.
Labor Bureaus:
Jefferson City, Kansas City, St. Joseph, and St. Louis, Employment Bureaus, William H. Lewis, commissioner, Bureau of Labor Statistics, Jefferson City.
Moberly, State Board of Mediation and Conciliation, C. B. Dysart, chairman.
St. Louis, Department of Factory Inspection, A. Sidney Johnson, chief inspector, Boatman's Bank Building.
United States Boys' Working Reserve, Mr. W. W. Lamkin, State Superintendent of Schools, Jefferson City.
Medical Reserve Corps Examining Board:
Columbia, Maj. Mazyck H. Ravenel, Medical Reserve Corps, University of Missouri.
Fort Williams, the surgeon.
Jefferson Barracks, the surgeon.
Kansas City, Maj. J. F. Binnie, Medical Reserve Corps, Rialto Building.
Springfield, Capt. Joseph W. Love, Medical Reserve Corps.

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[1] See map, page 253.

Medical Reserve Corps Examining Board—Continued.
St. Charles, Dr. Frank J. Tainter.
St. Joseph, Dr. Daniel Morton.
St. Louis, Capt. William H. Luedde, Medical Reserve Corps, president, 311 Metropolitan Building.

(25) MONTANA.

Official representative State Council of Defense, Hon. S. V. Stewart, chairman State Council of Defense, Helena, Mont.
Departmental Army Headquarters, San Francisco, Cal.
Naval District Headquarters, navy yard, Puget Sound, Wash.
Civil Service District Headquarters, Seattle, Wash.
Federal Reserve Bank, Minneapolis, Minn.
Federal Land Bank, Spokane, Wash.
Women's State Chairman: Mrs. Tyler B. Thompson, Missoula.
Labor Bureaus:
Helena—
Department of Labor and Industry, W. J. Swindlehurst, commissioner.
Industrial Accident Board, A. E. Spriggs, chairman.
United States Boys' Working Reserve, Mr. L. R. Foote, deputy State superintendent of public instruction, Helena, Mont.
Medical Reserve Corps Examining Board:
Fort Missoula, the surgeon.
Helena, Maj. William C. Riddell, Medical Reserve Corps, 594 Dearborn Avenue.

(26) NEBRASKA.

Official representative State Council of Defense, Mr. Robert M. Joyce, chairman Nebraska State Council of Defense, 308 Fraternity Building, Lincoln, Nebr.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.
Civil Service Headquarters District, St. Paul, Minn.
Federal Reserve Bank, Kansas City, Kans.
Federal Land Bank, Omaha, Nebr.
Women's State Chairman: Miss Sarka B. Hrbkova, 105 M. Arts Hall, State University, Lincoln.
Labor Bureaus:
Lincoln—
Bureau of Labor and Industrial Statistics, deputy commissioner, George E. Norman.
Minimum-Wage Commission, Mr. George E. Norman.
Omaha, Board of Mediation and Investigation, Mr. Robert B. Cowell.
Medical Reserve Corps Examining Board:
Lincoln, Capt. L. B. Sturdevant, Medical Reserve Corps, 2757 Holdredge Street.
Omaha, Col. John M. Banister, United States Army, retired, 400 Brandeis Theater Building.

(27) NEVADA.

Official representative State Council of Defense, Hon. Emmet D. Boyle, chairman Committee on Public Safety, Carson City, Nev.
Departmental Army Headquarters, San Francisco, Cal.
Naval District Headquarters, 417 Sheldon Building, San Francisco, Cal.
Civil Service District Headquarters, San Francisco, Cal.
Federal Reserve Bank, San Francisco, Cal.
Federal Land Bank, Berkeley, Cal.
Women's State Chairman: Mrs. P. Buckner Ellis, Carson City.
Labor Bureaus:
Carson City—
Commissioner of Labor, Mr. William E. Wallace.
Industrial Commission, Mr. George D. Smith, chairman.
Medical Reserve Corps Examining Board:
Reno, Lieut. Raymond St. Clair, Medical Reserve Corps, Nixon Building.

(28) NEW HAMPSHIRE.

Official representative, State Council of Defense, Mr. John B. Jameson, chairman, Committee on Public Safety, Concord, N. H.
Departmental Army Headquarters, Boston, Mass.
Naval District Headquarters, Navy Yard, Boston, Mass.
Civil Service District Headquarters, Boston, Mass.
Federal Reserve Bank, Boston, Mass.
Federal Land Bank, Springfield, Mass.
Women's State Chairman: Mrs. Mary I. Wood, Portsmouth.
Labor Bureaus:
Concord, Bureau of Labor, Commissioner John S. B. Davie.
Portsmouth, State Board of Conciliation and Arbitration, Mr. John H. Neal, chairman.
Medical Reserve Corps Examining Board:
Hanover, Capt. Percy Bartlett, Medical Reserve Corps.
Manchester, Capt. J. Franklin Robinson, Medical Reserve Corps.
Nashua, Lieut. A. W. Shea, Medical Reserve Corps.

(29) NEW JERSEY.

Official representative, State Council of Defense, Mr. Thomas L. Raymond, chairman, New Jersey Committee on Public Safety, Trenton, N. J.
Departmental Army Headquarters, Governors Island, N. Y.
Naval District Headquarters,[1] Navy Yard, N. Y.
Naval District Headquarters,[1] Navy Yard, Philadelphia, Pa.
Civil Service District Headquarters, Philadelphia, Pa.
Federal Reserve Bank,[2] New York, N. Y.
Federal Reserve Bank,[2] Philadelphia, Pa.
Federal Land Bank, Springfield, Mass.

[1] See paragraph 295. [2] See map, page 253.

Women's State Chairman: Mrs. Charles W. Stockton, Ridgewood.
Labor Bureaus:
East Orange, Jersey City, and Newark, Employment Bureaus, Mr. Joseph Spitz, director, No. 804 Ordway Building, Newark.
Trenton, Department of Labor, Col. Lewis T. Bryant, commissioner.
United States Boys' Working Reserve, Col. Lewis T. Bryant, Commissioner of Labor, Trenton.
Medical Reserve Corps Examining Board:
Atlantic City, Dr. Gurney Williams, 3915 Atlantic Avenue.
Newark, Capt. David A. Kraker, Medical Reserve Corps, 236 Broad Street.

(30) NEW MEXICO.

Official representative, State Council of Defense, Mr. Phil. H. LeNoir, general secretary, Council of Defense of State of New Mexico, Santa Fe, N. Mex.
Departmental Army Headquarters, Fort Sam Houston, Tex.
Naval District Headquarters, 417 Sheldon Building, San Francisco, Cal.
Civil Service District Headquarters, San Francisco, Cal.
Federal Reserve Bank,[1] Dallas, Tex.
Federal Reserve Bank,[1] Kansas City, Kans.
Federal Land Bank, Wichita, Kans.
Women's State Chairman: Mrs. Washington E. Lindsey, Santa Fe.
Labor Bureau, United States Boys' Working Reserve, Prof. J. H. Wagner, State Superintendent of Public Instruction, Santa Fe, N. Mex.
Medical Reserve Corps Examining Board, Fort Bayard, the Commanding Officer.

(31) NEW YORK.

Official representative State Council of Defense, L. W. Stotesbury, the Adjutant General, Albany, N. Y.
Departmental Army Headquarters, Governors Island, N. Y.
Naval District Headquarters,[2] Navy Yard, N. Y.
Naval District Headquarters,[2] Naval Training Station, Great Lakes, Ill.
Civil Service District Headquarters, New York, N. Y.
Federal Reserve Bank, New York, N. Y.
Federal Land Bank, Springfield, Mass.
Women's State Chairman: Mrs. Wm. Grant Brown, Hotel Astor, New York.

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[1] See paragraph 295. [2] See map, page 253.

Labor Bureaus:

Albany, Brooklyn, Buffalo, Rochester, and Syracuse, Bureau of Employment, Mr. Charles B. Barnes, director, 230 Fifth Avenue, New York, N. Y.

Albany, State Industrial Commission, Mr. John Mitchell, chairman; State Bureau of Mediation and Arbitration, Mr. Frank B. Thorn, chief.

United States Boys' Working Reserve, Dr. David Snedden, Columbia University, New York, N. Y.

Medical Reserve Corps Examining Board:

Albany, Maj. Henry L. M. Shaw, Medical Reserve Corps, 361 State Street, president.

Buffalo, Capt. Herbert A. Smith, Medical Reserve Corps, 566 Delaware Avenue.

Plattsburg, the Surgeon.

New York, Maj. Henry C. Coe, Medical Reserve Corps, Academy of Medicine, 17 West Forty-third Street.

New York, Simon Flexner, 150 East Sixty-first Street.

Rochester, Maj. John M. Swan, Medical Reserve Corps, 457 Park Avenue.

Syracuse, First Lieut. Brewster Donst, Medical Reserve Corps, 641 Park Avenue.

(32) NORTH CAROLINA.

Official representative, State Council of Defense, Mr. W. S. Wilson, secretary, North Carolina Council of Defense, Raleigh, N. C.

Departmental Army Headquarters, Charleston, S. C.

Naval District Headquarters,[1] Citizens Bank Building, Norfolk, Va.

Naval District Headquarters,[1] Navy Yard, Charleston, S. C.

Civil Service District Headquarters, Washington, D. C.

Federal Reserve Bank, Richmond, Va.

Federal Land Bank, Columbia, S. C.

Women's State Chairman: Mrs. Eugene Reilly, Charlotte.

Labor Bureau:

Raleigh, Department of Labor and Printing, Commissioner M. L. Shipman.

United States Boys' Working Reserve, Mr. T. E. Browne, Raleigh, N. C.

Medical Reserve Corps Examining Board:

Fort Caswell, the Surgeon.

Greensboro, Maj. John W. Long, Medical Reserve Corps, 119 Church Street.

(33) NORTH DAKOTA.

Official representative, State Council of Defense, Dr. V. H. Stickney, chairman, State Council of Defense, Bismarck, N. Dak.

Departmental Army Headquarters, Chicago, Ill.

Naval District Headquarters, Naval Training Station, Great Lakes, Ill.

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[1] See paragraph 295.

Civil Service District Headquarters, St. Paul, Minn.
Federal Reserve Bank, Minneapolis, Minn.
Federal Land Bank, St. Paul, Minn.
Women's State Chairman: Mrs. H. G. Vick, Cavalier.
Labor Bureau:
Bismarck, Department of Agriculture and Labor, Commissioner J. N. Hagan.
United States Boys' Working Reserve, Prof. E. F. Chandler, University of North Dakota, Grand Forks, N. Dak.
Medical Reserve Corps Examining Board, Bismarck, Lieut. Albert M. Fisher, Medical Reserve Corps.

(34) OHIO.

Official representative, State Council of Defense, Hon. James M. Cox, governor of Ohio, Columbus, Ohio.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.
Civil Service District Headquarters, Cincinnati, Ohio.
Federal Reserve Bank, Cleveland, Ohio.
Federal Land Bank, Louisville, Ky.
Women's State Chairman: Mrs. George Zimmerman, 224 Birchard Street, Fremont.
Labor Bureaus:
Akron, Athens, Canton, Chillicothe, Cincinnati, Cleveland, Columbus, Dayton, Hamilton, Lima, Mansfield, Marietta, Marion, Portsmouth, Springfield, Steubenville, Tiffin, Toledo, Washington Courthouse, Youngstown, and Zanesville, Public Employment Bureaus, George G. Miles, Chief Statistician, Columbus, Ohio.
Columbus, Industrial Commission, Wallace D. Yaple, commissioner.
Medical Reserve Corps Examining Board:
Cincinnati, Maj. Robert D. Maddox, Medical Reserve Corps, 4 West Seventh Street.
Cleveland, Capt. Harry G. Sloan, Medical Reserve Corps, 1021 Prospect Avenue SE.
Columbus Barracks, the surgeon.

(35) OKLAHOMA.

Official representative, State Council of Defense, Mr. J. M. Aydelotte, chairman, State Council of Defense, 218 Mercantile Building, Oklahoma City, Okla.
Departmental Army Headquarters, Fort Sam Houston, Tex.
Naval District Headquarters, Navy Yard, New Orleans, La.
Civil Service District Headquarters, St. Louis, Mo.
Federal Reserve Bank,[1] Kansas City, Kans.
Federal Reserve Bank,[1] Dallas, Tex.

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[1] See map, page 253.

Federal Land Bank, Wichita, Kans.
Women's State Chairman: Mrs. Eugene B. Lawson, Nowata.
Labor Bureaus:
Enid, Muskogee, Oklahoma City, and Tulsa, Employment Bureaus, W. O. Hudson, Statistician Department of Labor, Oklahoma City, Okla.
Oklahoma City, Department of Labor, W. G. Ashton, commissioner.
United States Boys' Working Reserve, Dr. Stratton D. Brooks, Norman, Okla.
Medical Reserve Corps Examining Board:
Fort Sill, the surgeon.
Oklahoma City, Lieut. Rex. G. Boland, Medical Reserve Corps, 1524 West Twenty-ninth Street.

(36) OREGON.

Official representative State Council of Defense, Mr. Henry L. Corbett, chairman State Council of Defense, Portland, Oreg.
Departmental Army Headquarters, San Francisco, Cal.
Naval District Headquarters, navy yard, Puget Sound, Wash.
Civil Service District Headquarters, Seattle, Wash.
Federal Reserve Bank, San Francisco, Cal.
Federal Land Bank, Spokane, Wash.
Women's State Chairman: Mrs. Charles H. Castner, Hood River, Oreg.
Labor Bureaus:
Portland, Board of Inspectors of Child Labor, Stephen G. Smith, chairman; Industrial Welfare Commission, E. B. McNaughton, chairman, 646–648 Court House.
Salem, Bureau of Labor, O. P. Hoff, commissioner; State Industrial Accident Commission, Harvey Beckwith, chairman.
United States Boys' Working Reserve, Mr. J. E. Brokway, Portland, Oreg.

(37) PENNSYLVANIA.

Official representative State Council of Defense, Mr. Sydney P. Clark, secretary Committee of Public Safety, Finance Building, Philadelphia, Pa.
Departmental Army Headquarters, Governors Island, N. Y.
Naval District Headquarters, navy yard, Philadelphia, Pa.
Civil Service District Headquarters, Philadelphia, Pa.
Federal Reserve Bank,[1] Philadelphia, Pa.
Federal Reserve Bank,[1] Cleveland, Ohio.
Federal Land Bank, Baltimore, Md.
Women's State Chairman: Mrs. J. Willis Martin, Chestnut Hill.

[1] See map, page 253.

Labor Bureaus:

Harrisburg, Department of Labor and Industry, John Price Jackson, commissioner; Workmen's Compensation Board, Harry A. Mackey, chairman; State Bureau of Mediation and Arbitration, Patrick Gilday, chief; Industrial Commission, John Price Jackson, chairman.

United States Boys' Working Reserve, Mr. John C. Frazee, public schools director of vocational work, Philadelphia, Pa.

Medical Reserve Corps Examining Board:

Harrisburg, Capt. Benjamin F. Royer, Medical Reserve Corps, Donaldson Apartments.

Philadelphia, Maj. Elijah H. Siter, Medical Reserve Corps, 1818 South Rittenhouse Square, president.

Pittsburgh, Maj. John W. Boyce, Medical Reserve Corps, Empire Building, president.

Scranton, Lieut. J. Mayhew Wainwright, 516 Spruce Street.

(38) RHODE ISLAND.

Official representative, State Council of Defense, Mr. John E. Marshall, executive secretary, Rhode Island Council of Defense, Statehouse, Providence, R. I.

Departmental Army Headquarters, Boston, Mass.

Naval District Headquarters, Naval Training Station, Newport, R. I.

Civil Service District Headquarters, Boston, Mass.

Federal Reserve Bank, Boston, Mass.

Federal Land Bank, Springfield, Mass.

Women's State Chairman: Mrs. Rush Sturges Greenwich, 110 Benevolent Street, Providence.

Labor Bureaus:

Providence——

Public Employment Bureau, James Farley, superintendent, 524 Westminster Street.

Bureau of Industrial Statistics, G. H. Webb, commissioner.

United States Boys' Working Reserve, Mr. Donald Worth, Providence, R. I.

Medical Reserve Corps Examining Board:

Newport, Lieut. Charles D. Easton, Medical Reserve Corps, 36 Atrault Street.

Pawtucket, Capt. James L. Wheaton, 210 Main Street.

Providence, Maj. John W. Keefe, 262 Blackstone Building.

(39) SOUTH CAROLINA.

Official representative, State Council of Defense, Mr. David R. Coker, chairman, Council for Defense, Hartsville, S. C.

Departmental Army Headquarters, Charleston, S. C.

Naval District Headquarters, Navy Yard, Charleston, S. C.

Civil Service District Headquarters, Atlanta, Ga.

Federal Reserve Bank, Richmond, Va.

Federal Land Bank, Columbia, S. C.

Women's State Chairman: Mrs. F. Louise Mayes, Greenville.
Labor Bureaus:
Columbia, Department of Agriculture, Commerce and Industry, Col. E. J. Watson, commissioner.
Spartansburg, Board of Conciliation and Arbitration, John A. Law, chairman.
Medical Reserve Corps Examining Board:
Charleston, Col. A. N. Stark, Marine Corps.
Columbia, Lieut. Francis A. Coward, Medical Reserve Corps.
Fort Moultrie, the Surgeon.

(40) SOUTH DAKOTA.

Official representative, State Council of Defense, Mr. Charles H. Anderson, chairman, Pierre, S. Dak.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.
Civil Service District Headquarters, St. Paul, Minn.
Federal Reserve Bank, Minneapolis, Minn.
Federal Land Bank, Omaha, Nebr.
Women's State Chairman: Dr. Helen F. Peabody, Sioux Falls.
Labor Bureau:
Pierre, State industrial commissioner, Mr. Charles McCaffree.
United States Boys' Working Reserve, Mr. Ward A. Ostrander, State farm help specialist, Pierre, S. Dak.
Medical Reserve Corps Examining Board:
Aberdeen, Lieut. William E. Clark, 519 Seventh Avenue SE.
Sturgis, Capt. J. D. Brooks, Medical Reserve Corps.

(41) TENNESSEE.

Official representative, State Council of Defense, Mr. Rutledge Smith, chairman, State Council of Defense, Nashville, Tenn.
Departmental Army Headquarters, Charleston, S. C.
Naval District Headquarters, Navy Yard, New Orleans, La.
Civil Service District Headquarters, Atlanta, Ga.
Federal Reserve Bank,[1] Atlanta, Ga.
Federal Reserve Bank,[1] St. Louis, Mo.
Federal Land Bank, Louisville, Ky.
Women's State Chairman: Mrs. G. W. Denney, Knoxville.
Labor Bureau: Nashville, Department of Workshop and Factory Inspection, W. L. Mitchell, chief inspector.
Medical Reserve Corps Examining Board:
Memphis, Maj. Frank D. Smythe, Medical Reserve Corps, 554 East Street.
Nashville, Maj. Lucius E. Burch, Eve Building.

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[1] See map, page 253.

(42) TEXAS.

Official representative, State Council of Defense, Judge J. F. Carl, secretary, Texas State Council of Defense, 521 Bedell Building, San Antonio, Tex.
Departmental Army Headquarters, Fort Sam Houston, Tex.
Naval District Headquarters, Navy Yard, New Orleans, La.
Civil Service District Headquarters, New Orleans, La.
Federal Reserve Bank, Dallas, Tex.
Federal Land Bank, Houston, Tex.
Women's State Chairman: Mrs. Fred Fleming, 1934 N. Carroll Avenue, Dallas.
Labor Bureau:
Austin—
Bureau of Labor Statistics, C. W. Woodman, commissioner.
Industrial Accident Board, T. H. McGregor, chairman.
United States Boys' Working Reserve, Mr. T. C. Jennings, Department of Labor, Austin, Tex.
Medical Reserve Corps Examining Board:
Austin, Capt. Albert F. Beverly, 311 West Thirteenth Street.
Dallas, Capt. Edgar W. Loomis, Medical Reserve Corps, 236 Page Avenue.
Fort Bliss, commanding officer, base hospital.
Fort Crockett, the surgeon.
Fort Sam Houston, commanding officer, base hospital.

(43) UTAH.

Official representative, State Council of Defense, Mr. W. C. Ebaugh, secretary, Council of Defense, 809 Kearns Building, Salt Lake City, Utah.
Departmental Army Headquarters, San Francisco, Cal.
Naval District Headquarters, 417 Sheldon Building, San Francisco, Cal.
Civil Service District Headquarters, San Francisco, Cal.
Federal Reserve Bank, San Francisco, Cal.
Federal Land Bank, Berkeley, Cal.
Women's State Chairman: Mrs. W. M. Williams, Bishop Building, Salt Lake City.
Labor Bureau:
Salt Lake City Industrial Commission, P. A. Thatcher, chairman.
United States Boys' Working Reserve, Mr. J. Edward Taylor, Salt Lake City, Utah.
Medical Reserve Corps Examining Board: Fort Douglas, the surgeon.

(44) VERMONT.

Official representative State Council of Defense, Fred A. Howland, secretary Vermont Committee of Public Safety, Montpelier, Vt.

Departmental Army Headquarters, Boston, Mass.
Civil Service District Headquarters, Boston, Mass.
Federal Reserve Bank, Boston, Mass.
Federal Land Bank, Springfield, Mass.
Women's State Chairman: Mrs. Jno. E. Weeks, 93 Maple Street, Middlebury.
Labor Bureaus:
Montpelier, commissioner of industries, Robert W. Simonds.
Rutland, State Board of Conciliation and Arbitration, Henry C. Brislis.
United States Boys' Working Reserve, Mr. Clinton C. Barnes, Northfield, Vt.
Medical Reserve Corps Examining Board:
Fort Ethan Allen, the surgeon.

(45) VIRGINIA.

Official representative State Council of Defense, Col. W. M. Hunley, secretary, Richmond, Va.
Departmental Army Headquarters, Governors Island, N. Y.
Naval District Headquarters, Citizen's Bank Building, Norfolk, Va.
Civil Service District Headquarters, Washington, D. C.
Federal Reserve Bank, Richmond, Va.
Federal Land Bank, Baltimore, Md.
Women's State Chairman: Mrs. B. B. Mumford, 503 E. Grace Street, Richmond.
Labor Bureaus:
Richmond, Board of Labor and Industrial Statistics, J. B. Doherty, commissioner.
United States Boys' Working Reserve, Mr. Charles L. Weaver, Richmond Council Boy Scouts of America, Richmond, Va.
Medical Reserve Corps Examining Board:
Fort Monroe, the surgeon.
Norfolk, Lieut. Burnley Lankford, Medical Reserve Corps, 530 Shirley Avenue.
Richmond, Maj. Stuart McGuire, Medical Reserve Corps, 512 Grace Street East (president).
Roanoke, Lieut. H. J. Hagan, Medical Reserve Corps.
Washington, Maj. W. D. Webb, Marine Corps, 1803 Connecticut Avenue NW. (University of Virginia).

(46) WASHINGTON.

Official representative State Council of Defense, Hon. Ernest Lister, Governor of Washington, Olympia, Wash.
Departmental Army Headquarters, San Francisco, Cal.
Naval District Headquarters, navy yard, Puget Sound, Wash.
Civil Service District Headquarters, Seattle, Wash.
Federal Reserve Bank, San Francisco, Cal.

Federal Land Bank, Spokane, Wash.
Women's State Chairman: Mrs. W. R. Smith, Cobb Building, Seattle.
Labor Bureaus:
Olympia—
Bureau of Labor, C. Y. Younger, commissioner.
Industrial Insurance Department, John M. Wilson, chairman.
Seattle, Industrial Welfare Commission, Mrs. Jackson Silbaugh, chairman, 1313 Sunset Avenue.
Medical Reserve Corps Examining Board:
Fort George Wright, the surgeon.
Seattle, Capt. Ira A. Brown, Medical Reserve Corps, 901 Seventh Avenue.
Vancouver Barracks, the surgeon.

(47) WEST VIRGINIA.

Official representative, State Council of Defense, Mr. H. D. Hatfield, chairman, Executive Committee State Council, Charleston, W. Va.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Citizen's Bank Building, Norfolk, Va.
Civil Service District Headquarters, Washington, D. C.
Federal Reserve Bank,[1] Richmond, Va.
Federal Reserve Bank,[1] Cleveland, Ohio.
Federal Land Bank, Baltimore, Md.
Women's State Chairman: Mrs. J. G. Cochran, 1016 Market Street, Parkersburg.
Labor Bureaus:
Charleston—
Bureau of Labor, Samuel B. Montgomery, commissioner.
State Compensation Commission, Lee Ott, commissioner.
United States Boys' Working Reserve, Hon. Houston G. Young, Secretary of State, Charleston, W. Va.
Medical Reserve Corps Examining Board:
Charleston, Maj. John E. Cannaday, Medical Reserve Corps, Capital City Bank.
Huntington, Capt. J. Ross Hunter, Medical Reserve Corps.
Wheeling, Lieut. William H. McClain, Medical Reserve Corps, 83 Twelfth Street.

(48) WISCONSIN.

Official representative, State Council of Defense, Mr. Magnus Swenson, chairman, State Council of Defense, Madison, Wis.
Departmental Army Headquarters, Chicago, Ill.
Naval District Headquarters, Naval Training Station, Great Lakes, Ill.

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[1] See map, page 253.

Civil Service District Headquarters, Chicago, Ill.
Federal Reserve Bank,[1] Chicago, Ill.
Federal Reserve Bank,[1] Minneapolis, Minn.
Federal Land Bank, St. Paul, Minn.
Women's State Chairman: Mrs. H. H. Morgan, State House, Madison.
Labor Bureaus:
La Crosse, Madison, Milwaukee, Oshkosh, and Superior, Employment Bureaus, E. E. White, secretary, Madison.
Madison, Industrial Commission, J. D. Beck, chairman.
United States Boys' Working Reserve, Dean Louis E. Reber, University of Wisconsin, Madison, Wis.
Medical Reserve Corps Examining Board:
Milwaukee, Capt. C. V. I. Brown, Medical Reserve Corps, 349 Prospect Avenue, president.
Sheboygan, Maj. E. J. Barrett, Medical Reserve Corps.

(49) WYOMING.

Official representative, State Council of Defense, Mr. Henry G. Knight, chairman, Cheyenne, Wyo.
Departmental Army Headquarters, San Francisco, Cal.
Naval District Headquarters, Navy Yard, Puget Sound, Wash.
Civil Service District Headquarters, Seattle, Wash.
Federal Reserve Bank, Kansas City, Kans.
Federal Land Bank, Omaha, Nebr.
Women's State Chairman: Mrs. R. O. Morton, Cheyenne.
Labor Bureaus:
Cheyenne—
Bureau of Labor and Statistics, Commissioner Ed. P. Taylor.
Compensation Commission, Miss Eunice Anderson, secretary, box 617.
United States Boys' Working Reserve, Mr. Ed. P. Taylor, Cheyenne.

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[1] See map, page 253.

BIBLIOGRAPHIES.

Numerous lists of books in connection with war activities or having particular interest in view of the war have been published. Some specific references to these lists are given below, and a very brief bibliography of military and naval publications is also appended. Particular attention is called to Government publications, and the price lists for them which may be obtained upon request, from the superintendent of documents (see below). A booklet compiled under the direction of Mr. Herman H. B. Meyer, chief bibliographer of the Library of Congress, entitled "The United States at War: Organizations and Literature," not only gives references to general bibliographies, but also mentions the literature published by many unofficial voluntary organizations doing important war work.

GENERAL LISTS.

The best statement of the war literature published in the United States will be found in the publications of the H. W. Wilson Co., "Cumulative book index" and "Readers' guide to periodical literature," 1914 to date.

General lists have appeared in the New York Times Book Review, April 15, 1917, pages 152–154, covering the past six months. Sheip's "Handbook of the European war," published by the H. W. Wilson Co., White Plains, N. Y., is a collection of essays, extracts from books, speeches, etc., of which a second volume by Bingham has appeared. Miss Corinne Bacon's list appears in the first volume and has been reprinted as "Best books on the war; an annotated list." (25 cents.) The most extensive general list in English is that edited by F. W. T. Lange and W. T. Berry, "Books on the great war; an annotated bibliography of literature issued during the European conflict," published by Grafton & Co., London. Five parts have so far appeared. Mention should also be made of "List of publications bearing on the war," published by the Central Committee for national patriotic organizations. Three of these, compiled by Mr. G. W. Prothero, have appeared, the third with the assistance of Mr. Alex. J. Philip.

A special bibliography has been issued by the Library of Congress on "Europe and international politics," dealing with the preliminaries leading up to the war and with various international questions incident to the war.

GOVERNMENT PUBLICATIONS.

The Superintendent of Documents at Washington is the official with whom rests the distribution and sale of Government publications not otherwise provided for by law. He does not handle publications

which are not Government documents. In making remittances to him in payment for documents send a postal money order, express order, New York draft, or coupons. Currency may be sent at the sender's risk. Do not send postage stamps; he can not use them. Being a Government official, he uses the frank in sending material through the mail. He can not turn the stamps in to the post office, because, for sanitary reasons, stamps once sold are not sold again. The coupons mentioned above may be purchased from the superintendent of documents in sets of 20 for $1, good until used. They form a convenient and safe method of making remittances to those who have frequent occasion to send small amounts.

The only publications sent free by the superintendent of documents are his Price Lists, which are lists of Government publications giving both title and price. Those now in active stock are published under these names and numbers:

10. Laws. Federal, State, and international laws, legal decisions, and Court of Claims reports.
11. Foods and Cooking. Dietary studies, nutrition, preservatives, food inspection, recipes, canning, cold storage.
15. Geological Survey. Numerical list of works on geology, mineral resources, and water supply, with index.
16. Farmers' Bulletins, Agriculture Department Bulletins, Yearbooks. Journal of Agricultural Research. Numerical lists.
18. Engineering and Surveying. Rivers, harbors, tides, and terrestrial magnetism.
19. Army and Organized Militia. Military policy, drill books, soldiers' pensions, aviation, preparedness.
20. Public Domain. Land laws, conservation, homesteading, boundaries, railroad land grants.
21. Fishes. Includes fish industries and arbitrations, lobsters, oysters, and sponges.
24. Indian. Anthropology, Indian Office reports. Ethnology Bureau publications, mounds and antiquities.
25. Tranportation. Railroads, merchant marine, Postal Service and Parcel Post, waterways, navigation, seamen.
28. Finance. Federal reserve banks, income tax, postal savings, emergency revenue, and foreign banking.
31. Education. American and foreign school systems, libraries, playgrounds, agricultural and vocational schools.
32. Insular Possessions. Philippines, Hawaii, Porto Rico, Guam, Samoa, and Cuban affairs.
33. Labor. Arbitration, cost of living, employers' liability, old-age and civil-service pensions, eight-hour law, insurance, strikes.
35. Geography and Explorations. Descriptions of various States, countries, and their inhabitants.
36. Government periodicals for which subscriptions are taken.
37. Tariff. Compilations of tariff acts and Treasury Decisions, and speeches on the tariff issue and reciprocity.

38. Animal Industry. Domestic animals, poultry, dairying, meat inspection, milk, cattle ticks, etc.
39. Birds and Wild Animals. Biological Survey publications, North American Fauna, game, and mice.
40. Chemistry. Investigations on foods, alcohol, drugs, and preservatives, etc.
41. Insects. Entomological works on household pests and insects injurious to plants and animals; includes also bees and honey.
42. Agricultural Experiment Stations. Irrigation, drainage, farmers' institutes, water power.
43. Forestry. Tree planting, wood tests, lumber, national forests, forest products, and descriptions of trees.
44. Plants. Fruits, vegetables, cereals, orchards, grasses, herbs, seed selection and importation.
45. Roads. Experiments in making and maintaining good roads.
46. Soils and Fertilizers. Soil surveys of various counties, soil analysis, and use of fertilizers, potash, etc.
48. Weather. Scientific studies in climate, local records, floods, earthquakes, use of kites and other instruments.
49. Proceedings of Congress. Numerical list of the bound volumes of the Congressional Record, Congressional Globe, and Annals of Congress.
50. American History and Biography. Rebellion Records, memorial addresses.
51. Health, Disease, and Sanitation. Care of infants, use of disinfectants, dangers from mosquitoes, rats, and water pollution.
53. Maps. List of Government maps by various bureaus, with directions for obtaining them.
54. Political Science. Initiative, referendum, recall, elections, prohibition, woman suffrage, and District of Columbia.
55. National Museum and National Academy of Sciences, reports, bulletins, and proceedings.
57. Astronomical Papers of Naval Observatory and Nautical Almanac Office.
58. Mines and Mining. Issues of Mines Bureau on fuel testing, oil, and explosives.
59. Interstate Commerce Commission. Reports, decisions, and regulations relative to transportation, accidents, freight rates, and valuation of railroads.
60. Alaska. Mineral and agricultural resources, coal lands, seal fisheries, reindeer, and Eskimos.
61. Panama Canal and Canal Zone. Descriptions of the canal, the country, debates on the tolls issue, and canal treaties.
62. Commerce and Manufactures. Industries, patents, trusts, census.
63. Navy. Marine Corps, Coast Guard, Revenue-Cutter Service, armor plate, battleships.
64. Standards of Weight and Measure. Light, cement and concrete, iron and steel, electricity, radiotelegraphy.
65. Foreign Relations. Diplomacy, international law, Mexico, European War.

67. Immigration. Naturalization, citizenship, Europeans, Chinese, Japanese, Negroes.
68. Farm Management. Agricultural statistics, farm accounts, credits, marketing, and conveniences for farm homes.

In ordering any of the above the number should be given and the title mentioned in full.

The superintendent of documents also publishes a monthly catalogue of United States documents covering all Government publications. Subscription, $1.10 per year, including index.

The laws of the United States are printed as soon as possible after their approval by the President and distributed to subscribers by the superintendent of documents. Single laws, unless unusually long, are 5 cents per copy. Subscriptions for laws passed at each session of Congress, $1. The separate laws in the first form in which they are printed are known as "slip laws"; a collection of all the laws for a single session of Congress are known as "session laws."

At the close of the final session of each Congress the "session laws" are reedited, their indexes consolidated and published in bound volumes under the title "Statutes at Large." The price of these varies from $2 to $3.25, depending upon the size.

Congressional Record will be furnished by mail to subscribers free of postage for $1.50 per month, payable in advance; single copies of 24 pages or less, 3 cents each; each additional 8 pages, 1 cent extra.

THE COMMITTEE ON PUBLIC INFORMATION.

The Committee on Public Information, Mr. George Creel, chairman, has published daily, except Sunday, from May 10, The Official Bulletin, a paper in which official announcements of all kinds are printed. (See paragraphs 38–40.)

In addition the following booklets have been issued:

The War Message and the Facts Behind It.

How the War Came to America. (Published also in foreign languages.)

The National Service Handbook (present volume).

The Battle Line of Democracy: Prose and Poetry of the Great War (in press).

War Information Series. (See paragraph 39.)

FLAGS OF THE WORLD.

The National Geographic Society, Washington, D. C., will issue within the next three months in its official organ, the National Geographic Magazine, the only complete story of the flags of the world ever published. It has been prepared by Lieut. Commander Byron McCandless, personal aid to the Secretary of the Navy. This flag "anthology" will be illustrated with a remarkable series of fully twelve hundred flags in accurate colors, also with the seals of the various States in colors. The ensigns, merchant flags, standards, pennants, United States military and naval insignia, and flags of rulers of every nation in the world will be shown, together with some of the most historic banners of American history.

MILITARY BIBLIOGRAPHY.

The United States Military Academy at West Point has published a "Classified list of works on military and professional subjects recommended to the graduating class, United States Military Acadamy, by a board of officers, revised 1916." This may be had by libraries on request.

The list is arranged under the headings "Administration," "Tactics," "Horses and horsemanship," "Art of war," "Transportation and supply," "Signaling," "Military topography," "Military engineering," "Fortifications," "Military hygiene," "Ordnance," "Coast Artillery," "Law," "Civil engineering," "River and harbor work," "Military history and biography," "Periodicals."

The Engineering and Mining Journal for May 12, 1917, contains a list of books stated to have the authority of the Secretary of War. It consists of 62 items under the headings "Military policy," "Conduct of war," "Military history," "Permanent fortifications," "Field engineering," "Periodicals."

The Government Printing Office has recently issued an important series of lectures by Maj. Gen. Henry G. Sharpe on the Quartermaster Corps.

The War College Division, General Staff, United States Army, has published since October, 1915, "A monthly list of military information carded from books, periodicals, etc." This is now being sent to a limited list of libraries.

The "International Military Digest," a monthly review (with quarterly and annual cumulations) of the current literature of military science is published by the Cumulative Digest Corporation, 241 West Thirty-seventh Street, New York, at $3.50 per year, with the annual cumulation $5. This is more than a bibliography, as it digests the articles in over 80 periodicals, mostly military.

A price list (No. 19) of Government publications on the "Army and Militia, Aviation and Pensions" is distributed free on request by the superintendent of documents, Washington, D. C. (See above.)

The following is a brief selected list of military books of general interest:

GENERAL HANDBOOKS FOR OFFICERS AND ENLISTED MEN.

Lake, Basil Charles: Knowledge for war, every officer's handbook for the front.
Harrison & Sons, London, 1916, 1 vol., octavo.

Parker, Capt. R. M.: An officer's notes.
G. U. Harvey, New York, 1917, 1 vol., octavo.

Moss, James A.: Manual of military training.
Menasha, Wis., 1914, 1 vol., octavo.

United States War Department: Manual for noncommissioned officers and privates of Infantry of the Organized Militia and Volunteers of the United States.
Washington, 1914, 1 vol., octavo.

Guild, George R.: Militia field manual. A manual designed for the use of the Militia and volunteer troops in the field.
Geo. C. Banta Co., Menasha, Wis., 1915, 1 vol., octavo.

Andrews, Lincoln Clarke: Fundamentals of military service.
J. B. Lippincott Co., Philadelphia, 1916, 1 vol., octavo.

Sutherland, Capt. S. J.: The Reserve Officers' Handbook.
Houghton Mifflin Co., Boston.

INFANTRY TRAINING.

Army Service Schools—Department of Military Art. Problems in troop leading. An Infantry division.
Fort Leavenworth, Kans., 1916, 1 vol., octavo.

Hunt, Elvid: A manual of intensive training of the Infantry soldier, the Infantry noncommissioned officer, the Infantry squad.
Honolulu, 1916, 1 vol. octavo, pp. 48.

Caldwell, Vernon Avondale: Catechism of uniform tactical training.
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War

STATES

SERBIA

COLOR LEGEND

BELGIUM—Black, yellow and red in stripes.

CUBA—Triangle red with white star, blue and white stripes.

FRANCE—Blue, white and red in stripes.

GREAT BRITAIN—Flag of the British Empire; blue ground, red cross, and red diagonals flanked by white.

ITALY—Green, white and red in stripes; crown and shield in white stripe.

JAPAN—Red circle in white ground.

MONTENEGRO—Badge on red ground with white border.

PANAMA—Upper left quarter, white with blue star; upper right quarter, red; lower left quarter, blue; lower right quarter, white with red star.

PORTUGAL—Green and red in stripes, escutcheon and sphere left of center.

ROUMANIA—Blue, yellow and red in stripes.

RUSSIA—White, blue and red in stripes.

SAN MARINO—Blue and white in stripes, badge in center.

SERBIA—Red, blue and white in stripes.

The Flags of the Nations at War with Germany or Her Allies

BELGIUM

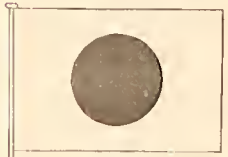
CUBA

FRANCE

GREAT BRITAIN

ITALY

THE UNITED STATES OF AMERICA



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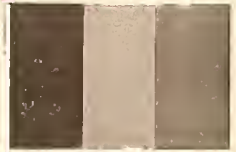

ROUMANIA

RUSSIA

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SERBIA

COUNTRIES WHICH HAVE SEVERED DIPLOMATIC RELATIONS WITH GERMANY

China (March 14) Brazil (April 10)
Bolivia (April 11)

COUNTRIES WHICH HAVE SEVERED DIPLOMATIC RELATIONS WITH GERMANY

Guatemala (April 27) Honduras (May 17)
Nicaragua (May 19) Haiti (June 17)

CORRECTED TO JUNE 27, 1917

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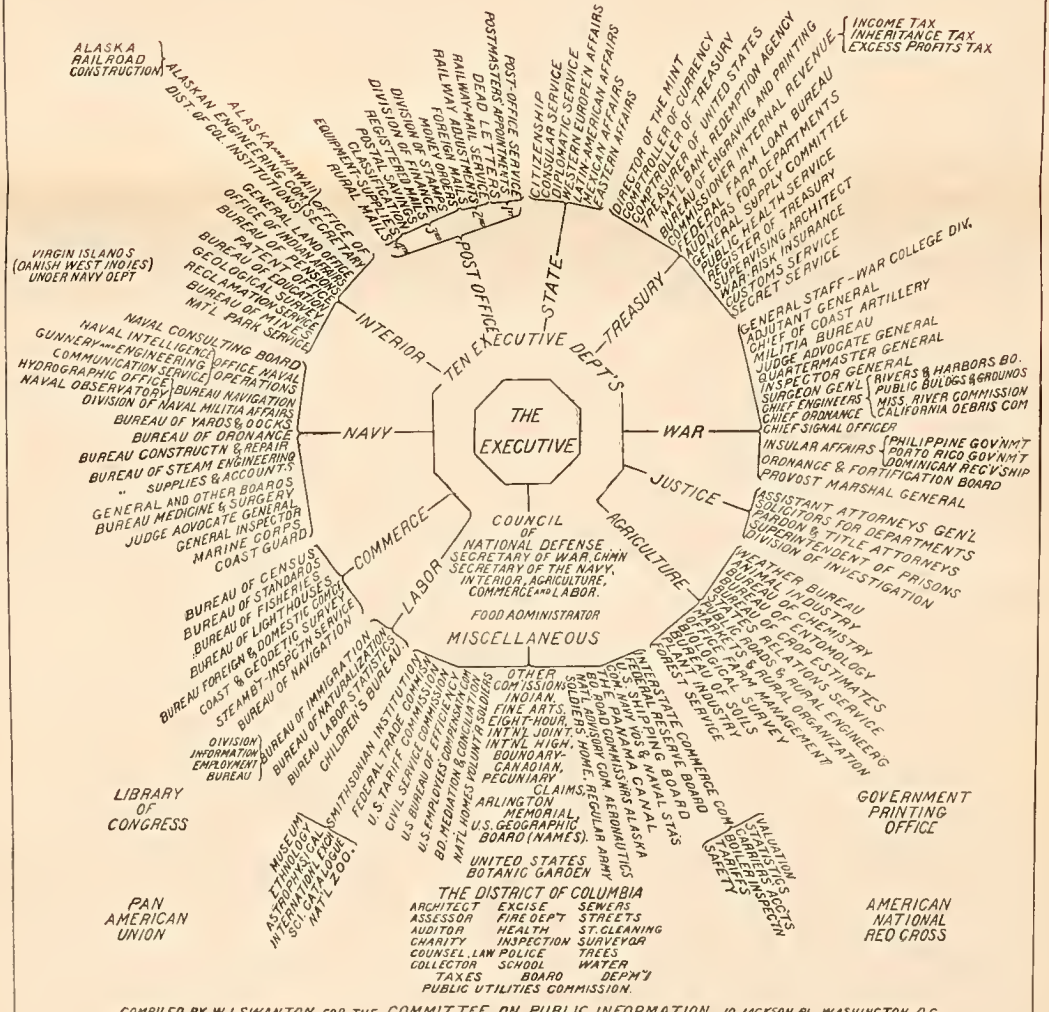

COMPILED BY W. I. SWANTON FOR THE COMMITTEE ON PUBLIC INFORMATION, 10 JACKSON PL., WASHINGTON, D.C.
JUNE, 1917

This chart indicates the relations and organization existing within the various divisions of the Federal Executive.

THE FEDERAL EXECUTIVE

ARMY.

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SERVICE ARM AND RANK IN THE ARMY.

The following letters, plain for officers and enlisted men, dress uniform, as buttons for enlisted men, service uniform, are worn on collar of coat, or on the collar of the shirt if the coat is not worn:

U.S. — REGULAR ARMY.

U.S.R. — RESERVE CORPS.

N.Y. — NATIONAL GUARD (State letters).

The arms of the service are indicated hy service hat cords and by collar insignia.

HAT CORDS.

ENLISTED MEN.
Infantry - - - Light blue.
Cavalry - - - Yellow.

ENLISTED MEN.
Artillery (F. and C.) - - - Scarlet.
Medical Department - - - Maroon.

GENERAL OFFICERS - - - Gold.
ALL OTHER OFFICERS - - Gold and black.

ENLISTED MEN.
Quartermaster Corps - - - Buff.
Corps of Engineers - - - Scarlet and white.

ENLISTED MEN.
Ordnance Department - - - Black and scarlet.
Signal Corps - - - - - - - Orange and white.

COLLAR INSIGNIA.

Plain for officers and enlisted dress uniform. Buttons enlisted service uniform.

INFANTRY.

CAVALRY.

FIELD ARTILLERY.

COAST ARTILLERY.

MEDICAL DEPARTMENT.

ADJUTANT GENERAL'S DEPARTMENT.

JUDGE ADVOCATE GENERAL'S DEPARTMENT.

INSPECTOR GENERAL'S DEPARTMENT.

QUARTERMASTER GENERAL'S DEPARTMENT.

CORPS OF ENGINEERS.

ORDNANCE DEPARTMENT.

SIGNAL CORPS.

COMMISSIONED OFFICERS—INSIGNIA ON SHOULDER LOOPS.

GENERAL.
Coat of arms of the United States and two silver stars.

LIEUTENANT GENERAL.
One large silver star and two small silver stars.

MAJOR GENERAL.
Two silver stars.

BRIGADIER GENERAL.
One silver star.

COLONEL.
Silver spread eagle.

LIEUTENANT COLONEL.
A silver leaf.

MAJOR.
A gold leaf.

CAPTAIN - Two silver bars.

FIRST LIEUTENANT - One silver bar.

SECOND LIEUTENANT - No loop insignia.

CHAPLAIN - Latin cross.

CHEVRONS AND SPECIALTY MARKS.

FIRST SERGEANT.

SERGEANT.

CORPORAL.

PRIVATE, 1st Class.
Insignia of color of arm of service.

The more frequent chevrons, only, are given.
The colors of the hat cords are used in the chevrons.
A few of the specialty marks are given to the right.

GUNNER.

ELECTRICIAN.

MECHANIC.

BANDSMAN.

COOK.

Y AND

AVAL MILIT

On ribbon.
NAVAL MILITI

r ranks thr

ER, LIE

of anchors.

DENTAL

ES.

CIST, CHI
T. PAYM

ICERS—N
with stripes.-

e.)

MIDSH
1st C

VY.

IATE, TURI
TER, CAPT

RANK AND DISTINGUISHING MARKS IN THE NAVY AND MARINES.

CAP DEVICES.

ENLISTED MEN.

MARINES.

NAVY, COMMISSIONED OFFICER.

NAVY.

On ribbon,
U. S. S. AND NAME OF VESSEL.

NAVAL RESERVE.

On ribbon.
NAVAL RESERVE FORCE.

NAVAL MILITIA.

On ribbon.
NAVAL MILITIA.

NAVY, WARRANT OFFICER.

NAVY, CHIEF PETTY OFFICER.

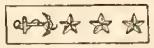
(Service Coat) COLLAR DEVICES—NAVY. (Also used on shoulder devices for ranks through Commodore.)

(Marines show rank on shoulder loop as in Army.)

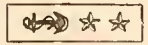
LINE OFFICERS.

ADMIRAL OF THE NAVY.

ADMIRAL.



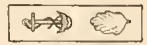
VICE ADMIRAL.



REAR ADMIRAL.

COMMODORE.

CAPTAIN.



COMMANDER.

LIEUTENANT COMMANDER.

LIEUTENANT.

LIEUT., JUNIOR GRADE.

ENSIGN.

STAFF OFFICERS.

Same as equal rank of line officers, but corps devices appear in place of anchors.

CORPS DEVICES.

MEDICAL.

PAY.

PROF. MATH.

NAVAL CONSTRUCTOR.

CIVIL ENGINEER.

DENTAL OFFICER.

CHAPLAIN.

CHIEF WARRANT OFFICERS, WARRANT OFFICERS, MATES.

CHIEF BOATSWAIN, BOATSWAIN.

CHIEF GUNNER, GUNNER.

CHIEF MACHINIST, MACHINIST.

CHIEF CARPENTER, CARPENTER.

CHIEF SAILMAKER, SAILMAKER.

CHIEF PHARMACIST, PHARMACIST.

CHIEF PAY CLERK, PAYMASTER'S CLERK.

MIDSHIPMAN.

MATE.

SLEEVE MARKS OF COMMISSIONED AND WARRANT OFFICERS—NAVY.

Corps colors: Medical, maroon; Pay, white; Prof. Math., olive green.—Staff officers same stripes, but instead of stars, corps colors are used with stripes.—Corps colors: Civil Eng., blue; Med. Res., crimson; Dental, orange.

LINE OFFICERS.

(Also used on shoulder devices for ranks below Commodore.)

ADMIRAL OF THE NAVY.

ADMIRAL.

VICE ADMIRAL.

REAR ADMIRAL.

CAPTAIN.

COMMANDER.

LIEUTENANT COMMANDER.

LIEUTENANT.

LIEUTENANT, JUNIOR GRADE.

ENSIGN.

MIDSHIPMAN, 1st CLASS.

MIDSHIPMAN, 2d CLASS.

CHIEF BOATSWAIN, GUNNER, MACHINIST.

CHIEF CARPENTER, SAILMAKER, PHARMACIST.

BOATSWAIN, GUNNER, MATE.

CARPENTER, SAILMAKER, PHARMACIST, PAY CLERK.

RATINGS AND A FEW SPECIALTY MARKS—NAVY.

CHIEF PETTY OFFICER.

PETTY OFFICER, 1st CLASS.

PETTY OFFICER, 2d CLASS.

PETTY OFFICER, 3d CLASS.

MASTER AT ARMS.

BOATSWAIN'S MATE, COXSWAIN.

QUARTER-MASTER.

BLACKSMITH, SHIP FITTER.

SAILMAKER'S MATE.

PRINTER.

CARPENTER'S MATE, PLUMBER, FITTER, PAINTER.

TURRET CAPTAIN.

GUNNER'S MATE.

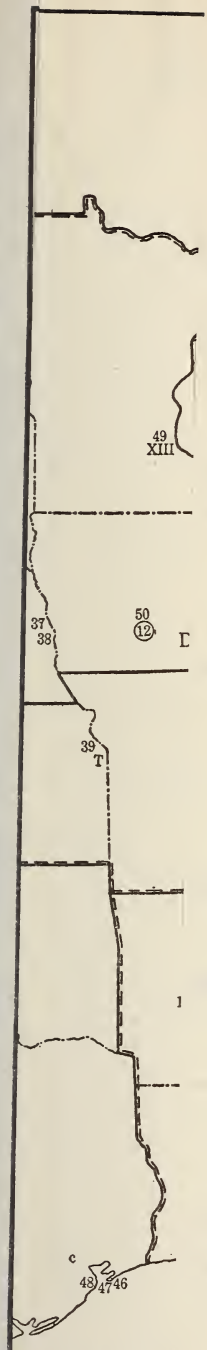
STORE-KEEPER.

YEOMAN.

ELECTRICIAN.

MACHINIST'S MATE.

HOSPITAL CORPS.



South Atlantic
Coast from no
Carolina to southern
North Pacific
Coast from no
ington to southern
South Pacific
Coast from north
to southern boundar

UNITED STATES ARMY MAP

CORRECTED TO JUNE 30, 1917

STATES ONLY

U. S. ARMY FORTS, BARRACKS, AND ARSENALS

FORTS	FORTS	ARSENALS
83 Adams, R. I.	74 McKinley, Maine	137 Augusta, Ga.
96 Andrews, Mass.	153 McPherson, Ga.	143 Benicia, Cal.
29 Apache, Ariz.	64 McRee, Fla.	138 Frankford, Pa.
116 Armistead, Md.	23 Mackenzie, Wyo.	142 New York, N. Y.
17 Baker, Cal.	97 Mansfield, R. I.	139 Pecatinny, N. J.
91 Banks, Mass.	19 Mason, Cal.	136 Rock Island, Ill.
65 Barrancas, Fla.	38 Meade, S. Dak.	135 San Antonio, Tex.
14 Barry, Cal.	99 Michie, N. Y.	116 Sandy Hook Proving Grounds, N. J.
32 Bayard, N. Mex.	16 Miley, Cal.	118 Springfield Armory, Mass.
89 Benjamin Harrison, Ind.	20 Missoula, Mont.	141 Watertown, Mass.
33 Bliss, Tex.	125 Monroe, Va.	140 Watervliet, N. Y.
56 Brady, Mich.	63 Morgan, Ala.	
7 Canby, Wash.	111 Mott, N. J.	
114 Carroll, Md.	128 Moultrie, S. C.	
1 Casey, Wash.	123 Myer, Va.	
127 Caswell, N. C.	79 Niagara, N. Y.	
63 Clark, Tex.	134 Oglethorpe, Ga.	
8 Columbia, Wash.	37 Omaha, Nebr.	
88 Constitution, N. H.	78 Ontario, N. Y.	
43 Crockett, Tex.	81 Philip Kearny, R. I	
38 Crook, Nebr.	66 Pickens, Fla.	
68 Dade, Fla.	80 Porter, N. Y.	
25 D. A. Russell, Wyo.	71 Preble, Maine	
50 Des Moines, Iowa	41 Reno, Okla. (Remount Depot)	
67 De Soto, Fla.	94 Revere, Mass.	
26 Douglas, Utah	49 Riley, Kans.	
112 Du Pont, Del.	55 Ringgold, Tex.	
76 Ethan Allen, Vt.	36 Robinson, Nebr.	
3 Flagler, Wash.	82 Rodman, Mass.	
87 Foster, Maine	12 Rosecrans, Cal.	
130 Fremont, S. C.	54 St. Philip, La.	
124 Front Royal, Va. (Remount Depot)	45 Sam Houston, Tex.	
62 Gaines, Ala.	47 San Jacinto, Tex.	
6 George Wright, Wash.	103 Schuyler, N. Y.	
86 Getty, R. I.	132 Screven, Ga.	
85 Greble, R. I.	57 Sheridan, Ill.	
107 Hamilton, N. Y.	42 Sill, Okla.	
109 Hancock, N. J.	102 Slocum, N. Y.	
90 Heath, Mass.	117 Smallwood, Md.	
98 H. G. Wright, N. Y.	49 Snelling, Minn.	
115 Howard, Md.	92 Standish, Mass.	
30 Huachuca, Ariz.	89 Stark, N. H.	
121 Hunt, Va.	9 Stevens, Oreg.	
105 Jay, N. Y.	95 Strong, Mass.	
22 Keogh, Mont. (Remount Depot)	129 Sumter, S. C.	
4 Lawton, Wash.	100 Terry, N. Y.	
39 Leavenworth, Kans.	61 Thomas, Ky.	
72 Levett, Maine	104 Totten, N. Y.	
34 Lincoln, N. Dak.	45 Travis, Tex.	
31 Logan, Colo.	108 Wadsworth, N. Y.	
52 Logan H. Roots, Ark.	5 Ward, Wash.	
75 Lyon, Maine	93 Warren, Mass.	
13 Mac Arthur, Cal.	120 Washington, Md.	
18 McDowell, Cal.	58 Wayne, Mich.	
	84 Wetherill, R. I.	
BARRACKS	11 Whitman, Wash.	
27 Boise, Idaho	73 Williams, Maine	
60 Columbus, Ohio	15 Winfield Scott, Cal.	
53 Jackson, La.	105 Wood, N. Y.	
51 Jefferson, Mo.	2 Worden, Wash.	
70 Key West, Fla.		
77 Madison, N. Y.	HOSPITALS	
119 Plattsburg, N. Y.	144 Hot Springs, Ark.	
10 Vancouver, Wash.	145 Presidio of San Francisco, Cal.	
122 Washington, D. C.	146 Washington, D. C.	
28 Whipple, Ariz.		
DISCIPLINARY BARRACKS		
11 Ft. Alcatriz, Cal.		
131 Ft. Jay, N. Y.		
39 Ft. Leavenworth, Kans.		

CANTONMENTS FOR THE NATIONAL ARMY

(1) Ayer, Mass.
(2) Wrightstown, N. J.
(3) Atlanta, Ga.
(4) American Lake, Wash.
(5) Columbia, S. C.
(6) Chillicothe, Ohio
(7) Little Rock, Ark.
(8) Louisville, Ky.
(9) Battle Creek, Mich.
(10) San Antonio, Tex.
(11) Ft. Riley, Kans.
(12) Des Moines, Iowa
(13) Yaphank, N. Y.
(14) Annapolis Junc., Md.
(15) Petersburg, Va.
(16) Rockford, Ill.

SPECIAL ARMY SCHOOLS

Aviation Training Camps:
A Ninneola, N. Y.
B Mt. Clemens, Mich.
C Garfield, Ohio
D Rantoul, Ill.
E East St. Louis, Mo.
F Ashburn, Ill.
G San Diego, Cal.
H San Antonio, Tex.
I Belleville, Ill.

Schools of Military Aeronautics:
J Massachusetts Institute of Technology
K Cornell University
L Ohio State University
M University of Illinois
N University of Texas
O University of California
P Georgia School of Technology
Q Princeton University

Reserve Engineers' Training Camps:
R Belvoir, Va.
S American University, D. C.
T Ft. Leavenworth, Kans.
U Vancouver Barracks, Wash.

NATIONAL GUARD TENT CAMPS*

a Ft. Worth, Tex.
b Waco, Tex.
c Houston, Tex.
d Ft. Sill, Okla.
e Deming, N. Mex.
f Linda Vista, Cal.
g Greenville, S. C.
h Spartanburg, S. C.
i Augusta, Ga.
j Marion, Ga.
k Montgomery, Ala.
l Anniston, Ala.
m Fayetteville, N. C.

OFFICERS' TRAINING CAMPS

FIRST SERIES	SECOND SERIES**
I-II Plattsburg Barracks, N. Y.	V Ft. Myer, Va.
III Madison Barracks, N. Y.	VII Ft. McPherson, Ga.
IV Ft. Niagara, N. Y.	VI Ft. Oglethorpe, Ga.
V Ft. Myer, Va.	VIII Ft. Benjamin Harrison, Ind.
VI Ft. Oglethorpe, Ga.	XII Ft. Logan H. Roots, Ark.
VII Ft. McPherson, Ga.	XV Leon Springs, Tex.
VIII-IX Ft. Benjamin Harrison, Ind.	XIV Ft. Riley, Kans.
X-XI Ft. Sheridan, Ill.	XVI Presidio of San Francisco, Cal.
XII Ft. Logan H. Roots, Ark.	
XIII Ft. Snelling, Minn.	
XIV Ft. Riley, Kans.	
XV Leon Springs, Tex.	
XVI Presidio of San Francisco, Cal.	

COAST ARTILLERY DISTRICTS

South Atlantic
Coast from northern boundary of North Carolina to southern boundary of Texas.

North Pacific
Coast from northern boundary of Washington to southern boundary of Oregon

South Pacific
Coast from northern boundary of California to southern boundary of California

North Atlantic
Coast from northern boundary of Maine to southern boundary of Connecticut.

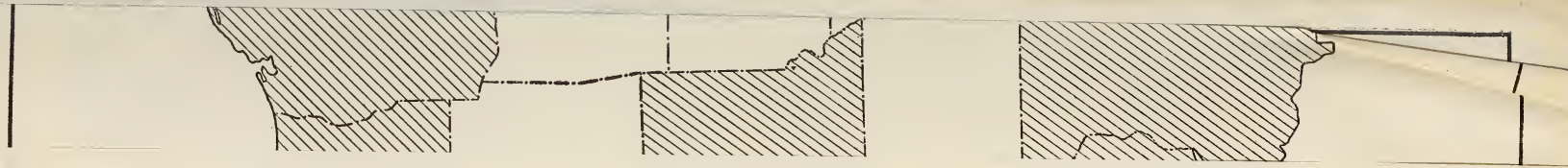
Middle Atlantic
Coast from southern boundary of Connecticut to northern boundary of North Carolina.

LEGEND

Departmental Headquarters
Coast Artillery Headquarters
State Boundary
Army Department
Cantonment Division Indicated by (I)-(XV)

* See paragraph 234.

** See paragraph 218.



UNITED STATES NAVY MAP

CORRECTED TO JUNE 30, 1917

STATES ONLY

NAVY MAP

LEGEND

1 Naval Academy, Annapolis, Md
2 Naval Coal Depot, Newport, R. I.
3 Naval Home, Philadelphia, Pa.
4 Naval Hospital, Las Animas, Colo.
5 Naval Hospital, Washington, D. C.
6 Naval Proving Grounds, Indian Head, Md.

NAVY YARDS

18 Boston, Mass.
19 Charleston, S. C.
14 Mare Island, Cal.
15 Brooklyn, N. Y.
13 Norfolk, Va.
17 Pensacola, Fla.
3 Philadelphia, Pa.
20 Portsmouth, N. H.
21 Puget Sound, Wash.
5 Washington, D. C.

NAVAL STATIONS

7 Key West, Fla.
8 Narragansett Bay, R. I.
9 New London, Conn.
10 New Orleans, La.
11 Port Royal, S. C.

NAVAL TRAINING STATIONS

12 Great Lakes, Ill.
2 Newport, R. I.
13 Norfolk, Va.
14 San Francisco, Cal.

NAVAL TRADE SCHOOLS

13 Norfolk, Va.
2 Newport, R. I.
14 San Francisco, Cal.
15 Brooklyn, N. Y.
14 Mare Island, Cal.
17 Pensacola, Fla.

NEW NAVAL TRAINING CAMPS

3 Philadelphia, Pa.
2 Newport, R. I.
25 Cape May, N. J.
19 Charleston, S. C.
17 Pensacola, Fla.
7 Key West, Fla.
14 Mare Island, Cal.
21 Puget Sound, Wash.
26 Hingham, Mass.
10 New Orleans, La.
24 San Diego, Cal.
12 Great Lakes, Ill.
15 Brooklyn, N. Y.
15 Pelham, N. Y.
27 Gulfport, Miss.
29 Hampton Roads Naval Operating Base

TORPEDO STATION

2 Newport, R. I.

SUBMARINE BASE

9 New London, Conn.

COAST GUARD ACADEMY

9 New London, Conn.

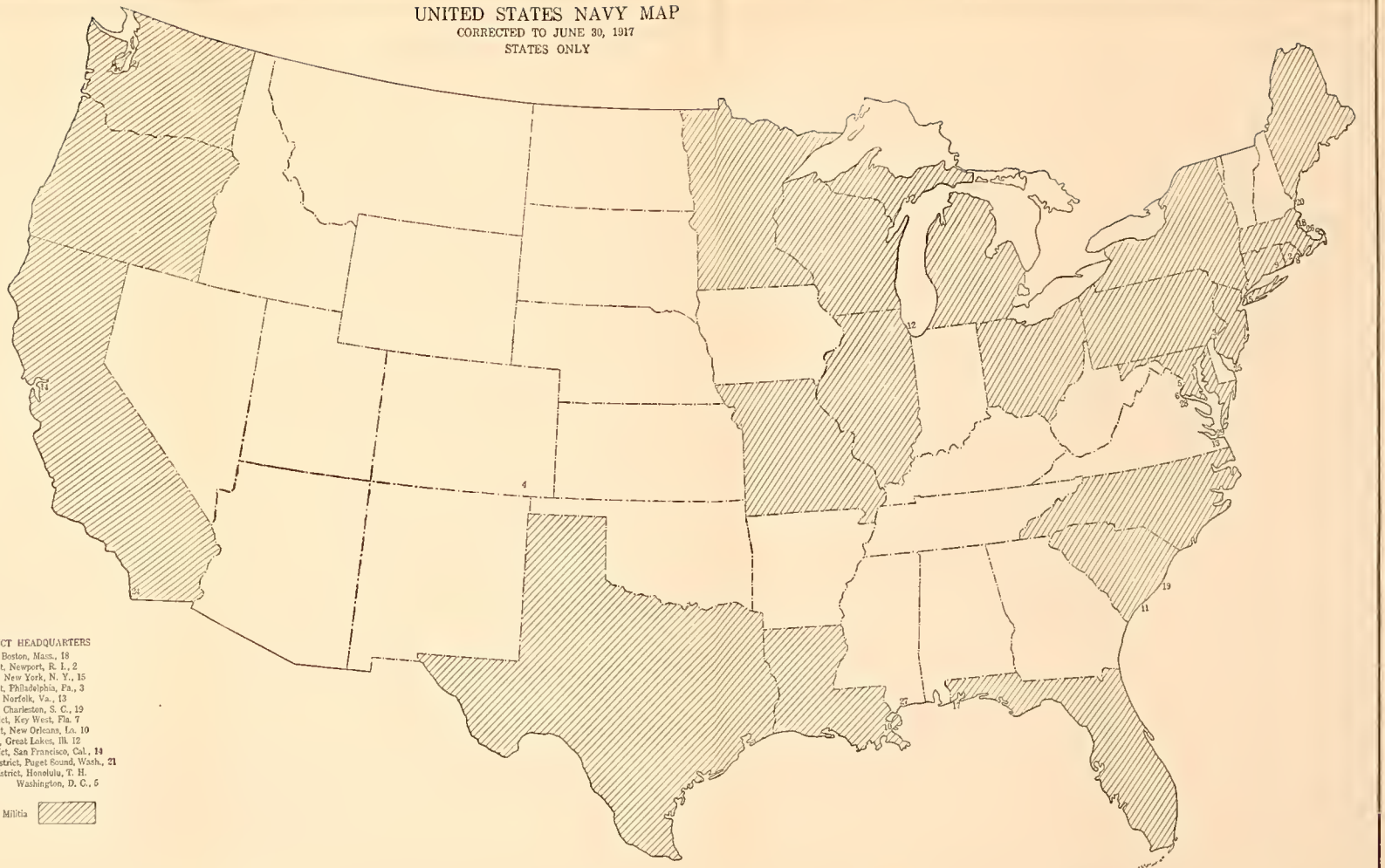
MARINE CORPS TRAINING STATIONS

5 Washington, D. C.
11 Port Royal, S. C.
14 Mare Island, Cal.
3 Philadelphia Navy Yard, Pa. (temporary)
23 Quantico, Va.

NAVAL DISTRICT HEADQUARTERS

First Naval District, Boston, Mass., 18
Second Naval District, Newport, R. I., 2
Third Naval District, New York, N. Y., 15
Fourth Naval District, Philadelphia, Pa., 3
Fifth Naval District, Norfolk, Va., 13
Sixth Naval District, Charleston, S. C., 19
Seventh Naval District, Key West, Fla. 7
Eighth Naval District, New Orleans, La. 10
Nmth Naval District, Great Lakes, Ill. 12
Twelfth Naval District, San Francisco, Cal., 14
Thirteenth Naval District, Puget Sound, Wash., 21
Fourteenth Naval District, Honolulu, T. H.
Washington, D. C., 5

States with Naval Militia



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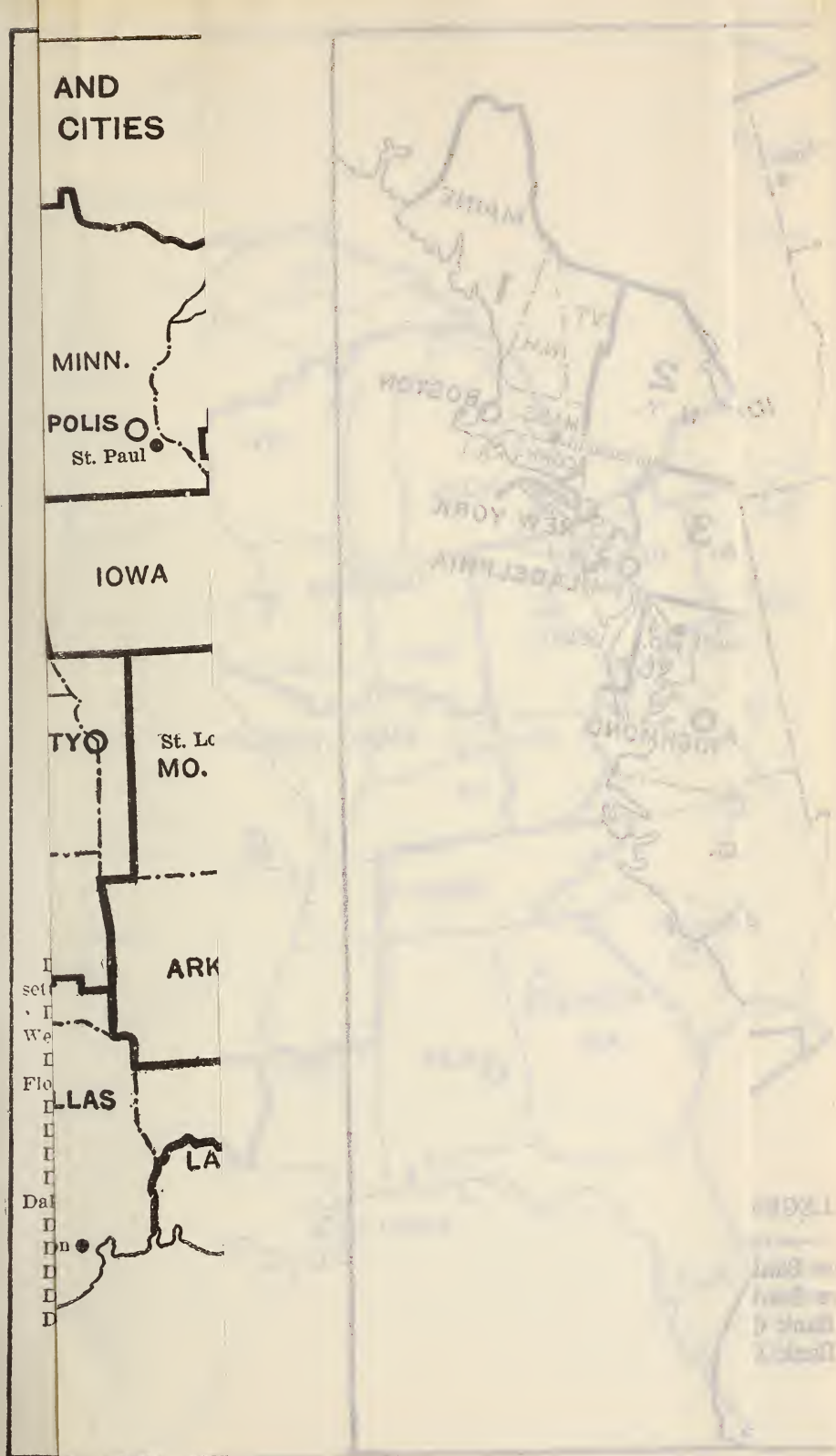
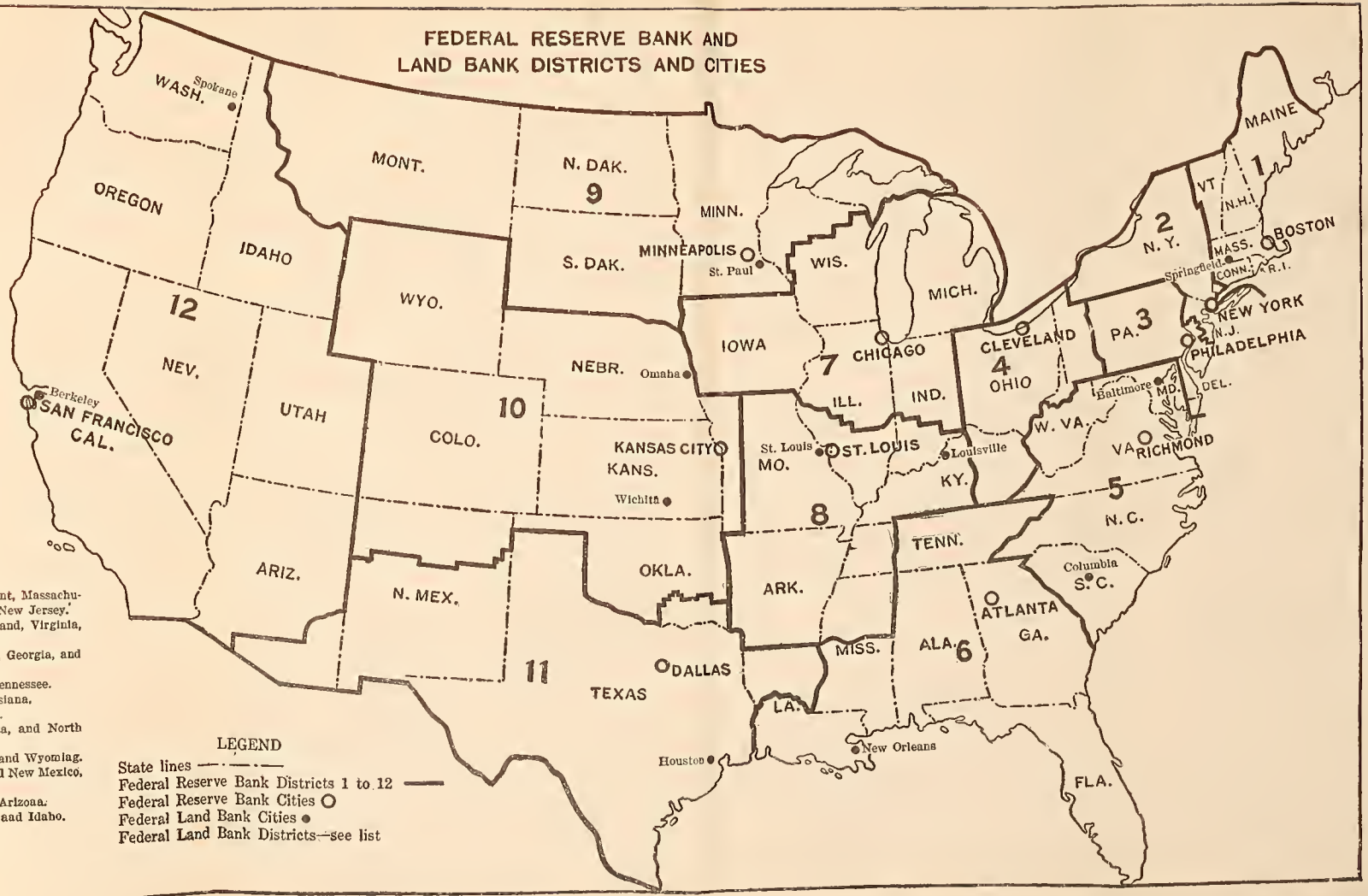

AND
CITIES
MINN.
POLIS
St. Paul
IOWA
TY
St. Lo
MO.
ARK
LAS
LA



Federal land-bank cities:

District No. 1. Springfield, Mass.
District No. 2. Baltimore, Md.
District No. 3. Columbia, S. C.
District No. 4. Louisville, Ky.
District No. 5. New Orleans, La.
District No. 6. St. Louis, Mo.
District No. 7. St. Paul, Minn.
District No. 8. Omaha, Nebr.
District No. 9. Wichita, Kans.
District No. 10. Houston, Tex.
District No. 11. Berkeley, Cal.
District No. 12. Spokane, Wash.

Federal land-bank districts.

District No. 1. Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, and New Jersey.

District No. 2. Pennsylvania, Delaware, Maryland, Virginia, West Virginia, and District of Columbia.

District No. 3. North Carolina, South Carolina, Georgia, and Florida.

District No. 4. Ohio, Indiana, Kentucky, and Tennessee.

District No. 5. Alabama, Mississippi, and Louisiana.

District No. 6. Illinois, Missouri, and Arkansas.

District No. 7. Michigan, Wisconsin, Minnesota, and North Dakota.

District No. 8. Iowa, Nebraska, South Dakota, and Wyoming.

District No. 9. Oklahoma, Kansas, Colorado, and New Mexico.

District No. 10. Texas.

District No. 11. California, Nevada, Utah, and Arizona.

District No. 12. Washington, Oregon, Montana, and Idaho.

106006°—17

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SAN FRANCISCO
CAL.

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Neutralizing agent: Magnesium Oxide
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